How Can I get my IRB application Approved as Fast as Possible?

1. Consult the IRB User's Manual at every step of the process for step-by-step instructions.

2. If you are uncertain as to the category your application falls in, please see the category descriptions on usi.edu/ospra or contact the staff in the Office of Sponsored Projects and Research Administration (OSPRA) who will be happy to help. If you know someone who is familiar with IRB, by asking them for input on your application, you can often speed up the process by avoiding common mistakes.

3. Have your application proofread by a faculty sponsor or peer. If it is full of typos or is not written so that reviewers can understand what you are proposing, it *will be returned* and have to be re- submitted, adding to the time it will take to obtain approval.

4. Turn in a <u>complete</u> and <u>signed</u> application with all supporting documents (consent forms, site verification letters, surveys, etc.). Your application <u>will not be sent</u> to the Institutional Review Board (IRB) for review until all documents are attached. This will add to the time it will take to obtain approval.

5. Be aware of the time required for approval for each category (exempt, expedited or convened). The time allotment for each category does not begin counting down until the IRB has received your <u>complete</u> application (including proof of CITI training certification) and has been sent out for review. In addition, if your application requires adjustments, the time for approval will most likely be extended. To avoid this, please refer to points 1 through 3 above.

6. Respond to <u>every</u> E-mail generated by the IRB or OSPRA office. The Office of Sponsored Projects and Research Administration is the liaison for communicating with you, and requests from this office are based on policies and requests for clarification established by the IRB committee.