



The University Office of Research
Institutional Review Board

Steps to Submit an IRB Application

Perhaps the single most important step to submitting an application is to familiarize yourself with the [KSU IRB Website](#). All of the information and materials required by the IRB can be found online.

1. **Get certified.** Each researcher on a project must pass the appropriate ethics in research training. This includes faculty, staff, and students. Instructions about the training and how to select the correct course are available at [CITI Training](#). Training must be current and have been completed within the past three years.

Note: There are downloadable documents at this site that you need to read; one on **which course** to take and one on **how to register**. No approvals can be obtained without completion of the appropriate training course by all investigators listed on the application.

2. **Read about levels of review.** There are three levels of review: Exempt, Expedited and Full Board Review. These are explained here: [IRB Review Classifications](#).
3. **Application Tips** <http://research.kennesaw.edu/irb/application-tips.php>. Take advantage of a comprehensive description of what to include in each section of the application. If you only provide one sentence responses, you will receive a request for more detailed information.
4. **The application for review** can be found here: [IRB Application Form](#). Make sure to complete all sections. Please refrain from the use of one-word or single sentence responses as they are not useful and your application will be returned for you to complete. **Applications will only be accepted as a Word document, no pdf's.** Old versions of the application will not be accepted; always refer to the website which will have the most current version.
 - a. Nearly all studies besides Category 4 Exemptions will require some form of consent. We have provided [Consent Templates](#) that you can simply fill out with your project specific information. If you are not using one of the provided templates, please review the [Consent Checklist](#) to make sure that all information is included before submitting your Consent Form.

training, and all required supporting materials have been submitted, you will receive an approval letter via email from the IRB.

Modification request. If modifications are requested or additional information is required, you will receive a letter via email from the IRB specifying the changes required. Submission of modifications or additional materials initiates another potential period of 10-14 working days for the IRB to respond, depending on how many other applications or Progress Reports are ahead of your response.

Under no circumstances can the researcher(s) begin the research project until a letter of approval or exemption is issued to the Primary Investigator from the IRB.

THINGS TO KNOW

ANY revisions or modifications to your study once it has been approved MUST be submitted to the IRB for approval via a [Progress Report](#) with revised documents submitted to irb@kennesaw.edu via email.

If your study was provided with an Exemption, your study will remain open until you submit a [Progress Report](#) to close it.

If your study was determined to be Expedited or required a Full Board review, than you will need to submit a Continuing Review request each year via a [Progress Report](#). Failure to do so means your study will expire and be administratively closed.