Steps to Submit an Institutional Review Board 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](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.
b. Submit all completed surveys, interview questions, recruitment flyers, external permissions, etc. that will be used in the study along with your application. Any recruitment emails, flyers, etc. will need to have your Study # included, along with a statement similar to the following: This Study #00-000 has been approved and is under the oversight of KSU’s IRB.

5. Be aware of the **KSU Mass Email Policy**. Mass emailing of faculty, staff, and students is not allowed unless submitted through the proper KSU Inform channels and content approved for distribution.
   a. In accordance with Family Educational Rights and Privacy Act (FERPA), student email addresses are considered protected information. The only way to obtain individual student email addresses is through a data request made to the Office of Institutional Research.

6. **Submit.** Send your application and all supporting documents via email to irb@kennesaw.edu. Response time is no more than 10-14 working days. If you have not received an email by the end of that time-frame, please reach back out to us for a status update.

---

**STUDENTS AS PRIMARY INVESTIGATORS**

All of the steps detailed above (1-5) must be completed by the student and reviewed and approved by the faculty advisor before materials are submitted to the IRB.

Students MUST:

- use their KSU student email address in the application and in all correspondence
- have a faculty advisor complete the last page of the application
- ensure all application materials are sent from the faculty advisor’s KSU email address with a cc to the student’s KSU email address

NOTE: Any revisions must be reviewed by the faculty advisor prior to submission. All follow-up emails can be sent from the student’s KSU email address, but should include a cc to the faculty advisor.

---

**WHAT TO EXPECT**

Once materials have been reviewed by members of the board you will receive one of the following types of email correspondence from the IRB.

**Approval letter.** If the reviewers have no requests for modifications, the application is complete, all researchers have completed the appropriate ethics training, and all required supporting materials have been submitted, you will receive an approval letter via email from the IRB.

---

Updated August 2019
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. If you have supplemental materials to submit, please use the upload button at the bottom of this form. Word or PDF files only accepted. Multiple files may be uploaded via a zip file.

Please note that progress reports can only be submitted by the primary investigators (PIs).

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.

CONTACT

If you have any questions, please email irb@kennesaw.edu.