

Tips for Getting Through the Human Subjects Research Review Process

- ✓ Keep in mind that the committee members know nothing about your research other than what is included in the application you submit.
- ✓ Be consistent about your research procedures. (For example, don't state in one place that your data are confidential and in another place that your data are anonymous).
- ✓ Respond to every item on the application.
- ✓ Be thorough. Too much information is better than too little.
- ✓ If you are unsure how to fill out an item on the application or what information the IRB needs, ask. Someone will be happy to explain or answer your question(s).
- ✓ Don't forget to sign the form.
- ✓ Keep a copy of all the paperwork you submit. This will help you in two ways:
 - It will make it easier to make requested revisions.
 - It will make it easier to request renewal.
- ✓ If you are using a consent form, follow the outline and include all of the required elements. Be consistent throughout the consent form. A target reading level of 8th grade or less should be the goal.
- ✓ Make sure you apply for a waiver of documentation of consent if applicable. This includes research involving online surveys, telephone interviews and any other research in which a signed consent form will not be obtained from subjects.
- ✓ If you are asked for revisions, make sure you respond to each revision that is requested. Clearly indicate that you are submitting revisions rather than a new protocol.
- ✓ Request further explanation on any revision request that seems unclear.
- ✓ Be prompt in your response to requested revisions. The sooner you respond, the sooner the IRB can review the protocol.
- ✓ It is okay to check on the status of your protocol.
- ✓ Keep other study team members on track with CITI training and CV submission. The IRB will not approve a protocol until both items are on file for all study team members.