

Completing the IRB Application

When completing the IRB application, please consider the following:

- The IRB review process works best when you provide clear and complete non-technical information. The IRB may only judge a protocol on the information provided. Please remember that the IRB is comprised of members with diverse backgrounds and some might not be familiar with the terminology or processes in your field.
- All information in the submission (e.g. the application and the proposal) should be in alignment.
- The adobe format limits the amount of text that can be entered into any text field. Please do not include extraneous information (e.g. citations and references are not appropriate for the application), and material from the proposal should be summarized. If it is needed, additional space is provided at the end of the application.
- All questions should be completed, as all are applicable to research with human subjects/participants. If it appears that sections of the application do not apply to your study, please consult with your mentor (e.g. a records-based research application is available).
- Please pay close attention to what supplemental forms might be needed. Sometimes the question itself will state that a certain response requires the completion of a supplemental form. Please visit the [research center](#) for a list of the supplemental forms and when they are applicable.
- If you have any difficulties viewing the form, please ensure you've downloaded the current version of the adobe software.