



How-To Guide for an IRB Research Proposal Submission

My project qualifies for IRB review. What's next?

Institutional Review Board at Anna Maria College: <https://annamaria.edu/academics/undergraduate-studies/academic-agreements/institutional-review-board/>

The above weblink contains all the documents needed to submit an IRB proposal. The "Institutional Review Board Manual" contains detailed information on what, how and the why of the IRB process. Please review the "Checklist: Do I Need to Submit a Proposal to the IRB?" document first to ascertain which type or review your proposal qualifies for.

Components of an IRB application to upload online (in order of completion/submission):

- Completed – Checklist: Do I Need to Submit a Proposal to the IRB
- Completed - Proposal Submission Form^a
- ACRP Training Certificate(s)^b – for each researcher named in the proposal
- Consent Form for Participants
- Information Sheet for Participants - for recruiting potential participants
- Testing Materials for Study – i.e., questionnaire, survey, etc.
- Marketing/Recruitment Material - i.e., flyer for distribution, etc.

By the second Tuesday of each month by 3 p.m., materials must be uploaded to the IRB at the link below for review at the monthly meeting. All questions regarding the process may be emailed to irb@annamaria.edu. The faculty sponsor reviews and uploads all documents for their student(s).

Proposal Submission Formstack Link:

https://annamaria.formstack.com/forms/irb_submission

^aType of review: Three types of reviews are possible: exempt, expedited, and full review. The criteria for each are in the Institutional Review Board manual posted at the webpage linked above. You may use the "Do I need to submit a proposal to IRB? Checklist" to guide your decision-making.

^bFirst-time users, steps to complete the ACRP training is provided below: All researchers applying for an IRB approval must complete ACRP training (choose the "FREE" option) at: <https://acrpnet.org/courses/ethics-human-subject-protection/>

Getting started with ACRP training:

- Click on the link above
- Choose "Pricing without contact hours"
- Add to cart (Note: amount should be \$0)
- Check out
- Create an account
- After signing in, go to Courses -> Access your Courses -> eLearning -> Ethics course.