The principal investigator prepares the IRB application with the assistance and approval of their faculty mentor.

Appendices labeled PI first initial last name\_appendicies title\_first initial last name of mentor\_vdate of creation (ex. RKemp\_online consent\_JBrogan\_v08292023) CITI certificates labeled First initial last name\_CITI\_date of completion (RKemp\_CITI\_08292023)

pomary ea Allifiles should be put into

*Mentor only*: Application materials are to be found on the Murray State IRB website.

Email Subject: Student IRB Submission, first initial last name Email Body: Principal Investigator Faculty Mentor Department Bortojdc jele notified via e-mail of the identification

number and receipt of the IRB application, within 48 business hours.

The Compliance Coordinator conducts an Initial Review to determine that the IRB application is complete and contains the following:

Completed Application

CITI Certifications for all researchers

The final format for online/electronic tests. Questionnaires, etc.

Proposed consent (or assent) forms, including text of oral explanations/scripts

Letter (or email) from agency granting permission to use their name

Letter (or email) of approval from participating organizations on o cial letterhead or with o cial title.

Copyrighted tests, questionnaires, etc....and include evidence of permission to use. All other specially designed or public domain tests. Questionnaires, interview protocols, debriefing, etc.

JBrogan\_online consent\_v08292023)

CITI certificates labeled First initial last name\_CITI\_date of completion (RKemp\_CITI\_08292023) <sup>f! b</sup> of c**oi** 

Ø

. Application

materials are to be found on the Murray State IRB website.

Email Subject: Student IRB Submission, first initial last name

Email Body:

j

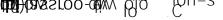
Principal Investigator

Department

Project title

Project period

The principal investigator and faculty mentor will be notified via e-mail of



pr

and whether or not any revisions must be made by the principal investigator, the decision may take from one day to one month or more.

## Special Considerations

All student-initiated research projects which are conducted outside of the classroom require IRB review.

All Training Programs, regardless of source of funding (or unfunded), with a research component require IRB review.

All dissertation or thesis projects using human subjects require IRB review.

## Continuing Review

Within a year following approval, the principal investigator will receive an email from IRBNet.org at 60, 30, and on the day of expiration. The principal investigator should complete the Continuing Review Form as soon as possible and return it to the IRB O ce.

If changesneed to occur the principal investigator shouldcomplete the Continuing Review Form as soon as possible and return it to the IRB Oce.The IRB may observe the project at any time.

## Experdited and Exempt Reviews\*:

IP-I922LARow 213 Weeks view nets as a lays) for Exempt from further review certifications 9c

nq