

## **INITIAL APPROVAL REQUEST**

### **Instructions for Submitting a Protocol for IRB Review**

Please read and follow these directions carefully and provide all requested materials.

#### **To file a request for Exemption from IRB review:**

Go to: <http://www.irb.cornell.edu/documents/Exemption%20Form%2025-Oct-12.pdf> to access the exempt application and refer to <http://www.irb.cornell.edu/faq/#gq8> for guidance. Submit your initial application and attachments with a contact phone number, via email to: [irbexemptions@cornell.edu](mailto:irbexemptions@cornell.edu)

#### **For expedited and full board initial applications:**

- 1) Complete the application  
at: <http://www.irb.cornell.edu/documents/Initial%20Approval%20Request%20Form%2025-Oct-12.pdf>
- 2) For research projects that are externally funded (Federal, State, or other non-Cornell funding sources), investigators are responsible for ensuring that all human subject research described in the grant proposal is explained in the IRB protocol application.
- 3) Include copies of all documents and research instruments used in this study: consent forms, surveys, questionnaires, deception debriefing scripts, recruitment ads/flyers/emails etc. Omission of these items prevents review of your application.
- 4) Please refer to [Required Components of Informed Consent Documents](#) when constructing a consent form. Providing the IRB with an inadequate consent form delays the review process, *and is the most common reason for delayed approvals.*
- 5) If your protocol involves deception, please contact the IRB office for guidance.
- 6) The investigator, all co-investigators, and all research personnel, must have completed the Social and Behavioral (and Biomedical if applicable), CITI training in the use of human participants, (we refer to the CITI training database for all records of training). Equivalent training is acceptable; please contact the IRB office for more information. To complete CITI training visit: <https://www.citiprogram.org/default.asp?language=english>
- 7) Submit the following documents via email to: [irbhp@cornell.edu](mailto:irbhp@cornell.edu)

- A. A cover email including a contact phone number for whom to contact with any questions regarding the application.
- B. One (1) copy of the Initial Approval Request, consent from(s), recruitment materials, and debriefing scripts. The Initial Approval Request must be signed and attested to by the PI and/or Faculty Supervisor, if the PI is a student (electronically is acceptable).
- C. One (1) copy of all other instruments: surveys, questionnaires, focus group guides, letters of support, etc., including any materials and language you plan to use with participants.

**If your study qualifies for expedited review:** Please allow at least two weeks for review. (If Cornell is closed for holidays, please allow additional advance time equivalent to the time the university is closed.)

**If full committee review is required:** Applications must be received at least three weeks prior to the next scheduled IRB meeting in order to be added to the agenda for a particular month. Meetings are held on the first Friday of every month. Turn-around is a minimum of four weeks.

Please refer to the [Human Participants Submission Requirements](#) page for exact meeting dates and a brief overview of projects that require full committee review, those that qualify for expedited review, and examples of exempted research. In addition, please visit: <http://www.irb.cornell.edu/helpsessions/> for dates of upcoming IRB help sessions on campus if you would like additional one-on-one assistance.

If you have any questions that are not covered by this instruction page or by reviewing the IRB website, please call IRB staff at 607-255-5138, 607-255-6182, or 607-254-5162, or email [irbhp@cornell.edu](mailto:irbhp@cornell.edu), [irbexemptions@cornell.edu](mailto:irbexemptions@cornell.edu), or [irbhp-amendments@cornell.edu](mailto:irbhp-amendments@cornell.edu) for additional assistance.