Tips for a Successful Student IRB Application

1. **You know it's not the same as it was**— the application is now fully online on Portal. You can find our application at FSC Schools -> Research Toolkit -> IRB applications.
2. **I ain't tryna tell you what to do, but try to play it cool** and plan on the application approval process taking weeks, not days. It takes time to perform a thorough review. Generally, it can take up to two weeks before your application is even opened for an initial review. If the application is submitted during the last three weeks of the semester, it may take even longer.
3. **And I ain't trying to mess with your self-expression, but I've learned the lesson that stressin'** about which IRB application is not a big deal. Most applications are considered "expedited reviews." We will determine if your application is actually expedited or not.
4. **When your brain goes numb, you can call that mental freeze,** especially for consent forms, which are also available on Portal.
   You can find our templates at FSC Schools -> Research Toolkit -> IRB.
5. **I'ma say all the words inside my head**– please don't! Use lay language and keep it simple! Do not use discipline-specific language when submitting your application. A reviewer may not be from your discipline! Keep the language used in the application simple and consistent.
6. **Shine bright like a diamond** at Fiat Lux by filling out your IRB application by spring break. Research that involves human subjects that is presented to a public audience (i.e. Fiat Lux) must go through the IRB approval process. Students do not need to submit an IRB application for research that is only presented in the classroom.
7. You might think, **"this will break me, this is gonna break me (break me)!"** If you plan on publishing your research. Just take your time and know you'll need IRB approval in order to pursue publication. Assume the IRB cannot provide retroactive approval for a research study.
8. **We were good, we were gold…we were right 'til we weren't,** since the entire group didn't submit their CV and CITI training certificates! Yes, this means everyone! The team cannot have "research assistants" or unnamed helpers or students that will touch/collect/do anything with your research study. Everyone must be included in the IRB application.
9. **Yo, listen, you hear that?** That's a notification from "Campusweb." Campusweb will automatically send an email for each "step" in the application. For example, you will receive an email from Campusweb asking you to review an IRB application. After you accept that application in Portal, it will move on to the Chair, then Dean, then IRB Committee.