



IRB SUBMISSION PROCESS

Prepare Your Proposal

- Review IRB guidelines and ensure your research meets all ethical standards.
- Complete all required forms and templates. Include:
- Initial Application Form
- Protocol Description
- Informed Consent Form
- Recruitment Materials (if applicable)
- Data Collection Instruments
- Any other relevant documents specified by the IRB.

Create an Account on IRB.net

- If you don't have an account yet, register on IRB.net using your institutional credentials.
- Verify your email address to activate your account.

Login to IRB.net

- Access the IRB.net platform using your username and password.
- **Start a New Submission**
- Navigate to the "Start New Submission" section on the dashboard.
- Select the appropriate application type (e.g., New Study, Amendment, Continuing Review).
- **Complete the Online Form**
- Fill out the online submission form with detailed information about your study.

- Provide a clear and concise description of your research objectives, methods, and potential risks to participants.
- Upload all required documents, including consent forms, surveys, protocols, and supporting materials.
- **Review and Edit**
- Review your submission carefully for accuracy and completeness.
- Edit any sections that require updates or corrections.
- **Submit for Review**
- Once your submission is complete, submit it for review by the IRB.
- You will receive a confirmation email acknowledging receipt of your submission.

IRB Review Process

- The IRB will review your proposal to ensure compliance with ethical standards and regulatory requirements.
- Be prepared to address any queries or requests for revisions from the IRB.
- **Approval Notification**
- Upon approval, you will receive an official notification via IRB.net and email.
- Review any stipulations or conditions set forth by the IRB for your study.
- **Commence Research**
- Once you have received approval, you may begin your research study.
- Ensure ongoing compliance with IRB requirements throughout the duration of your study.

Continuing Obligations

- For studies requiring continuing review, submit renewal applications in a timely manner.
- Report any modifications to the study protocol promptly to the IRB.
- Notify the IRB of any adverse events or unanticipated problems.

Closure of Study

- When your study is complete, submit a closure report to the IRB.
- Include a summary of study outcomes and any publications resulting from the research.

By following these steps, you can navigate the IRB submission process efficiently and ensure compliance with ethical standards for research at Florida Hebrew University.