Brief Instructions for Submitting an IRB Proposal

1. Obtain **on-line certification** (“Human Subject Training” button on FMU IRB website) from the National Institutes of Health that you have been informed about research practices that are hazardous to participants.
2. Complete the **Proposal Form** (“IRB Proposal Form” button on FMU IRB website)
	1. If you are unsure what type of review you are requesting, please consult two documents posted on the website on EXEMEPT (no consent form needed) and EXPIDITED (consent form needed) review. Particularly if you are using a potentially vulnerable population (e.g., children or clinical populations) or if participant’s identity can be linked to their data (e.g., if you are videotaping, audiotaping, or if you are conducting a longitudinal study that preserves identities) your study will require a review of the full IRB board.
3. Attach the relevant documents as stated in the Proposal. Please try to observe the recommendation by the U.S. Department of Health and Human Services that **consent forms** be written at a fifth grade level, unless your participants have an educational level higher than a bachelor’s degree.
4. The IRB Proposal Form will prompt the researcher to include all documents. If you have hard copy attachments please scan for inclusion with the electronic proposal.
5. Document’s needed for completion of the electronic IRB Proposal Form:

Consent form

Measures/Assessments

Certification

Recruitment materials

Letters of support (external sites)

External IRB’s