



## Top 10 Tips for Successful IRB Submissions

1. Allow ample time for IRB review, build about 4-6 weeks into your timeline.
2. Understand the signature requirements from the IRB and your College
3. Be mindful of completing proper training requirements and maintaining your training current by completing the refresher course every 3 years.
4. Learn which forms you need for your particular research.
5. Submit all required forms for your new project (application, protocol, consents, recruitment, and questionnaires).
6. Select the most appropriate category of review. On the IRB application form, hover over the category bubbles for a description of when that choice is appropriate.
7. When describing your research in your IRB submission remember that as with all other work, good writing will facilitate the review. Be clear and descriptive.
8. Become familiar with IRBNet language:  
*Create a project* when beginning a new research study.  
*Create a package* when submitting additional information such as responses to modifications, continuing reviews, and amendments.
9. Learn the difference between anonymity and confidentiality. Be aware that the use of quoted verbal responses or the use of audio or video images poses problems for the promise of confidentiality.
10. Familiarize yourself with policies related to your research (e.g., children in research).

