IRB Application Instructions

1. Follow the link to the OSPRA webpage <http://www.valdosta.edu/academics/graduate-school/research/office-of-sponsored-programs-research-administration/institutional-review-board-irb-for-the-protection-of-human-research-participants.php>.
2. Select the appropriate application (Exempt or Expedited) that best suits your research.
3. Unsure which application to complete (Exempt or Expedited), follow the link to the decision charts <http://www.hhs.gov/ohrp/policy/checklists/decisioncharts.html>. The charts will guide you in selecting the appropriate application.
4. Follow all application instructions. *This step will save time in rewrites & emails later!*
5. Attach your detailed responses to questions on a *separate* document.
6. Attach current CITI training reports. *Score of 80%, or higher is required for IRB Basic Modules*.
7. **Does your application require review by the Bio-safety officer? Not sure read a), b), & c)**.
8. Does your research involve human blood, bodily fluids, cells, or tissue components?
9. Does your work involve recombinant DNA, or a bio-hazardous agent?
10. If you answered **YES** to either and/or both questions above – email your application to [mlancaster@valdosta.edu](mailto:mlancaster@valdosta.edu) for bio-safety approval. Once approved by the Bio-safety Officer, send all documentation to the IRB for IRB consideration.

1. Sign your completed application. Does anyone else need to sign your application?
2. Email your completed application and all supporting documents to [tmwright@valdosta.edu](mailto:tmwright@valdosta.edu)

*\*Exempt IRBs take up to 10 business days to process and Expedited IRBs take up to 4 business weeks*