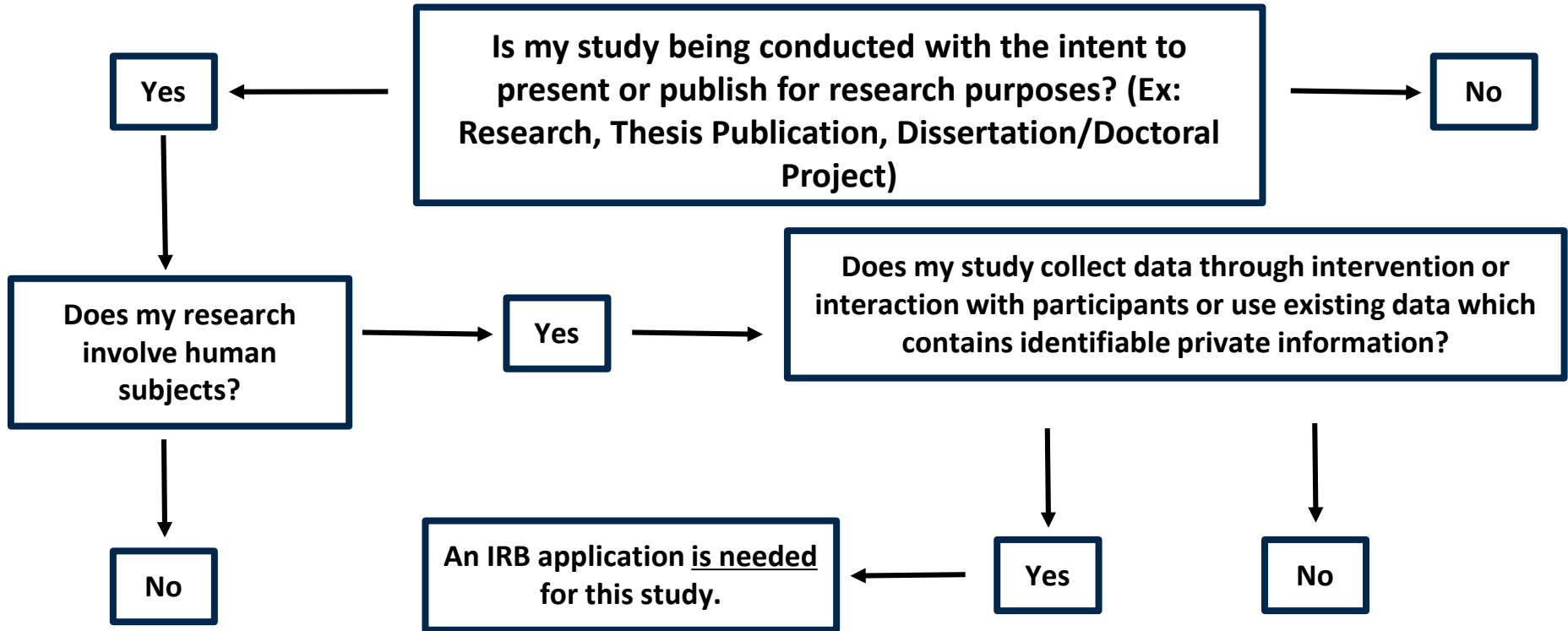


Stage 1: Does my research Require IRB Approval?



Stage 2: Before Submitting IRB Application

1. Set up a Cayuse IRB account

Complete the following form: [CSUF IRB Authentication](#), or email irb@fullerton.edu requesting authentication for Cayuse IRB. Include your:

- ❖ First and Last Name
- ❖ School-associated email address
- ❖ CWID
- ❖ Status (Faculty, staff, Student)
- ❖ College and Department name

2. Complete CITI Training

All key personnel conducting research on human participants require the completion of the **Social & Behavioral for Research Investigators** training course. This includes anyone who will be directly responsible for study management, data collection, consent process, data analysis, transcription, participant recruitment or follow up.

3. Prepare necessary documents

Attachments including: Consent forms, Assent forms, Letters of Support, Recruitment documents, Questionnaires/Survey, interview scripts, an Debriefing documents should be submitted when appropriate. **PDF submissions are preferred.**

Stage 3: Submitting an IRB Application

1. Once your Cayuse IRB account has been authenticated, you can begin your [IRB application](#)
2. Once the IRB Application has been submitted, **make sure to certify** the submission so it is sent off for IRB review
3. The review process for each IRB Submission differs based on the review category of the study (exempt, expedited, and full board). **Submissions may be returned by the reviewer with comments suggesting alterations to the submission.**
4. Once the submission is approved, and official IRB letter will be sent out.

If you have any questions or concerns, reach out to CSUF IRB

Email: irb@fullerton.edu

Phone number: **657-278-7719**