IRB Application Instructions for Faculty Sponsors of Undergraduate Students

Step 1: Complete CITI training. As a faculty sponsor, even if you aren't directly involved in data collection, you must have completed the CITI training in the past 5 years.

Step 2: Review the required content and attachments that are needed for the application with the student(s). This includes:

- Review the Sample eForm questions and the Undergraduate Student PI Instructions together. Email compliance@cofc.edu for a copy of the eForm questions.
- Consent form: use one of the templates available on the CofC IRB webpage, under the "Consent Templates and Other Forms" heading.
- Recruitment document: Document with script text, email text, etc.
  - Note: No template is available for this since it is specific to your project and recruitment method.
- Document with survey/interview questions
- (As needed) Obtain Site permission Letter, if recruiting from a specific location (i.e., a school, school district, business, or CofC department)

Step 3: Start the eForm application: https://www.axiommentor.com/login/shibLogin.cfm?i=cofc

You will be the PI in the eForm application for all research conducted by undergraduate students.

- Go to My Protocols in the left navigation menu under the IRB tab and select "Create New Protocol" button (the gray box on the screen).
- Fill in the basic protocol information—title, dates, review category, consent waivers (if needed, see below).
  - Note: do not list the student as the Co-PI here, list them as a Research Associate.
    - You can also add the student in the Personnel section of the Application Forms.
- If you are obtaining consent orally, select "Yes" to "Waiver of Documentation of Consent."
- If you need to waive parts or all of the consent, then request Yes to "Waiver of Consent" and select waiver type (full or partial).
- Then Press save at the bottom.

Step 4: Answer the eForm Questions

- **Press on "Application Forms," located twice on the protocol main page and has a green arrow next to it. This will take you to the main text part of the application.**
  - Press on each heading to expand to see the questions and responses. Press the gray "Edit Answer" button to answer your first questions. Once you have filled in the text box press "Save Answers" at the bottom. This will automatically take you to the next question.
  - *Note: you can start and stop at any time, just be sure to save any work you've done first.*
- Add the Student Researcher(s) in the Personnel section
  - Expand the "Personnel" section of the application.
  - Press the "Add Personnel" button.

    - Select Research Assistants from the drop-down menu for the Role. Then type in the student’s last name, select the student’s name, and press save.

Step 5: Submit the Application

- Once you confirm the application is complete and is ready to be submitted, return to the Protocol Home Page and press the “Submit for Review” button.

Step 6: Revisions and Approval

- If revisions are required, they will be communicated via an email through the eForm system.
- The approval letter will be sent via email. Interaction with participants cannot begin until the approval is obtained.
- You will be responsible for any follow-up reporting.