IRB Application Instructions for Faculty Sponsors of Undergraduate Students

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

Step 2: Determine if the student(s) should be listed as Co-PIs or Research Associates.

- If this is research is being led by you, but you want to include students in this process, list the student(s) as research associates. See the Instructions for PIs instead, do not proceed with this document.
- If this is student-led research, they should be listed as the Co-PI in the IRB application. Continue with these instructions.

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.
- Consent form: use one of the templates available here, under the "Consent Templates and Other Forms" heading.
- Recruitment document: Document with script text, email text, etc. No template available for this since it is specific to your project and recruitment method.
- Document with survey/interview questions
- (optional) 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).
- Add the student under the Co-PI section, if this is student-led research
    - **Be sure to press the "Allow Edit" next to the Co-PI's name.**
- 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: Review the Completed Application

- Student notifies you that the application is complete.
- Open the application:
    - For undergraduate students, select on the protocol title listed under "My Applications"
    - For graduate students, select on the protocol title listed under "Student Protocols"

- Review the attachments listed on the protocol home page.
- **Review the application: 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. If you would like to change the text provided by the student, press the gray “Edit Answer” button to answer your first questions. Details about required information are provided below, but in general, be as detailed as possible. 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.*

Step 5: Submit the Application

- Once you confirm the application is complete and is ready to be submitted, you or the student can 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. Be sure to **review the required changes with the student before the revisions are submitted to the IRB**. Note that both graduate and undergraduate students can submit revisions without the faculty sponsor.
- 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.