

PREPARING FOR IRB APPROVAL

STEP 1: Complete [CITI Online Training](#) for the Social & Behavioral Basic/Refresher Course

Click [here](#) for step-by-step instructions

STEP 2: Prepare Project Materials for IRB Application*

This includes: IRB Application, Permission Letters, Faculty Advisory Letter, Online Survey, Consent Notice, and Recruitment Materials ([Word versions can be found on IRB website](#))

**Ask chair for example of recent application*

IRB Application: Select Application based upon your study type

([Admin & Limited Preview](#), [Expedited & Standard Review](#), or [Existing & Secondary Data](#))

Permission Letters: The permission letter should include your (Principal Investigator's) name, the title of your project and what the site/agency/organization/ class/instructor are granting you permission to do. The IRB recommends drafting the letter for the person or agency and have them place the text of the letter on their letterhead and then sign the letter. Use this [example](#) as a guide.

Faculty Advisor Letter: Have your advisor complete the letter, print it out on official CSULB letterhead and sign the letter. Use this [template](#)

Online Survey: If your project involves an online survey through Qualtrics, Survey Monkey, Google Survey or any other online survey platform, please provide the URL and make sure your survey is live and available. Also include a copy of your survey(s) in your submission packet.

Consent Notice: Provide potential subjects with the relevant information about your research project in a concise notice that will allow potential subjects to make an informed decision without being overwhelmed with too much information. Use this [template](#).

Recruitment Material: The IRB must approve any flyers, advertisements, recruitment emails/telephone scripts, letters or social media posts distributed for recruiting potential subjects for your project.

STEP 3: Upload Completed Project Materials to [IRBNet](#)

Instructions on [creating an account on IRBNet \(PDF\)](#)

Instructions on [how to submit documents for your new project on IRBNet \(PDF\)](#)

Any questions or help needed regarding CSULB IRB?

CHECK OUT THE [CSULB IRB WEBSITE](#)

Send an email to IRB@csulb.edu, call IRB staff at 562.985.2472