

## **INITIAL APPROVAL REQUEST**

### **Instructions for Submitting a Protocol for IRB Review**

Please read and follow these directions carefully. Omission of required components of the application will delay review of your application pending receipt of all materials.

Before the Institutional Review Board for Human Participants (IRB) will approve an application, the investigator, all co-investigators and all research personnel must have completed training in the use of human participants (we check our IRB training records database for all new applications). Please refer to the [Protocol Principal Investigator Responsibilities](#) page for guidance on fulfilling this requirement.

1. All information must be typed. Handwritten proposals are not accepted by the IRB.
2. If you are currently receiving or applying for funding for this study from an external sponsor (*e.g.*, NIH, NSF, USDA, etc.), include copies of your proposal to the funding agency. The IRB cannot review your application without concurrently reviewing the funding proposal.
3. Include copies of all documents and research instruments used in this study: consent forms, surveys, questionnaires, deception debriefing scripts, recruitment ads/flyers/e-mails, etc. Omission of these items prevents review of your application.
4. Please refer to [Required Components of Informed Consent Documents](#) when constructing a consent form. Providing the IRB with an inadequately constructed consent form delays the review process, *and is the most common reason for delayed approvals*.
5. Submit the following documents to IRB, 395 Pine Tree Road, Suite 320, Ithaca, New York 14850:
  - a. One (1) copy of the complete funding proposal (minus appendices; you may block out salary figures) and funding review comments that pertain to the use of human participants in your study (if applicable).
  - b. One (1) copy of the Initial Approval Request, consent form(s), recruitment materials, and debriefing scripts. The Initial Approval Request must contain original signatures.
  - c. One (1) copy of all other instruments: surveys, questionnaires, focus group guides, etc.

#### **If full committee review is required:**

Applications must be received at least three weeks prior to the next scheduled IRB meeting. There are no exceptions to the deadline. Turn-around can therefore be between three weeks and six weeks.

#### **If your study qualifies for expedited review:**

Please allow two weeks for review and notification. (If Cornell is closed for holidays, please allow additional advance time equivalent to the time the university is closed.)

Please refer to the [Submission Requirements and Meeting Schedule](#) page for a brief overview of projects that require full committee review, and those that qualify for expedited review or exempted research.

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