Process for Submitting Protocol Application to the

Institutional Review Board at Alabama State University

1. Complete CITI Training – Principal investigators, assistants, faculty advisors, and department chairs must complete the appropriate training for their area prior to submitting their application for approval.

   Instructions for completing CITI application
   https://www.alasu.edu/sites/default/files/inline-files/CITI-Program-New-Learner-Account-Registration-2016%20%282%29.pdf

2. Review Requirements for Application Submission – IRB approval can move quickly if researchers are aware of the requirements.

   Summary Sheet of Requirements
   https://www.alasu.edu/sites/default/files/inline-files/SUBMITTING%20DOCUMENTS%20TO%20THE%20IRB_0.pdf

3. Access Document Templates – Templates are available for all forms. The use of templates is required to maintain uniformity.

   Link to Dropbox Folder
   https://www.dropbox.com/sh/dcd6aszhw6f2i8a/AADrQIBIpJUOZgXZYUEobr2_a?dl=0

4. List of Required Documents – The following documents are required for all initial applications
   - Initial application and full proposal
   - Research instruments
   - Consent and assent forms
   - Recruitment materials
   - Data collection materials
   - CITI program coursework reports (no certificates)
5. Research Protection Program (RPP) Policies and Procedures Manual – this manual contains the answers to common questions and issues that can arise while completing the application forms.

   RPP Manual
   https://www.alasu.edu/sites/default/files/inline-files/Alabama-State-University-IRB-FINALCOPYSEPTEMBER-8%20%284%29.pdf

6. Submission to IRB – Combine all documents into a single pdf file and submit as email attachment to IRB@alasu.edu. Processing takes approximately 10 business days.