

## IRB Application Instructions for Faculty Sponsors of Graduate 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:

<https://research.cofc.edu/administration/documents/policies-documents/irb-training.php>

**Step 2:** Meet with the graduate student to review the research procedures. Suggest reviewing the Sample eForm questions and the Graduate Student PI Instructions together before initiating the application.

**Step 3:** Review the required attachments that are needed for the application with the student(s). This includes:

- Consent form: use one of the templates available here, under the Templates heading:  
<https://research.cofc.edu/administration/research-protections-and-compliance/human-participants-irb.php>
- Recruitment document: Document with script text, email text, etc. No template is 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: Graduate student will start the eForm application:**

<https://www.axiommentor.com/login/shibLogin.cfm?i=cofc>

*You will be the Faculty Sponsor in the eForm application for all research conducted by graduate students.*

- The graduate student will login and press on My Protocols in the left navigation menu under the IRB tab and select "Create New Protocol" button (the gray box on the screen).
- When prompted, the student will list you as the Faculty Sponsor.
- Fill in the basic protocol information—title, dates, review category, consent waivers (if needed, see below).
- 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. Follow the link in the email or,
- Login to Sitero Mentor and go to "Student Protocols," then select on the protocol title you would like to view.
- 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 open the protocol confirm it is ready for submission, select the “Faculty Sponsor Action” button located above the protocol title and select “Accepted.” This will submit the application to the IRB.

#### **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.