GC IRB Announcement

Welcome to the 1st version of GC-IRB portal, an in-house GCSU IRB submission system! Please note that ALL browsers (Chrome, Firefox, or Safari) should work, EXCEPT Internet Explorer users need to turn off "Compatibility Mode". The instruction of how to turn it off can be found in the link (http://www.howtogeek.com/128289/how-to-disable-compatibility-mode-in-internet-explorer/)

This system is designed to replace the existing IRBnet, with its contract expiring. Thanks to GCSU DoIT team and the support of the office of Academic Affairs, the new submission system is designed to be a user friendly process to encourage and promote research projects on campus. We will continue to improve the system over time, with the 2nd version already in the works. Therefore, please be patient with the new system-- it is work in progress. After your submission, you'll receive a feedback survey link to provide the IRB committee and DoIT team with your valuable feedback.

Checklist for Submissions

- Be patient. The review process **typically takes several weeks**. Plan ahead and set reasonable timeline for data collection.

- Be sure that you, your coauthors, and your supervisor have completed required human subjects **training credentials**

    - We recommend the NIH training course: http://phrp.nihtraining.com/
    - For the new GC-IRB Portal, only researchers and supervising faculty are required to upload their NIH or CITI certificates.

- We recommend researchers to

    - 1) formulate their applications/protocols in word documents FIRST and copy and paste the information into the designated boxes on the GC IRB Portal to ease the application process.

    - 2) prepare all the necessary documents (site approvals, consent forms, assent forms, surveys ….etc.) in PDF or word format, ready to be uploaded to the "documents" tab of the GC IRB Portal.

    - 3) check with your supervising faculty first, if you are a student researcher, to approve all the needed materials, before information is entered into GC-IRB portal.

- The components needed for your protocols are listed below.

    - **Problem Statement**
      What problem are you trying to solve with this research? What question(s) do you want to answer?

    - **Methods**

How will you gather data? Please describe the procedures you will go through to gather data from your research subjects.

- **Procedures and Tools**

What tools or instruments will you use to gather data from research subjects? (Upload new or nonstandard ones, including researcher generated surveys.)

*(*For this section of the application, you will have the option to upload supporting documentation via the "upload documents" button on the site)*

- **Recruitment**
  How will you recruit your research participants? Attach site approval letter, and/or advertisements, or other relevant recruitment materials.

  *(*For this section of the application, you will have the option to upload supporting documentation via the "upload documents" button on the site)*

- **Subject Impact**
  What stress or psychological, social, legal, or physical harm might occur to participants? How will you hold these to the absolute minimum? What remediation will you offer?

- **Subject Motivation**
  What incentives, follow-ups, or compensation will you use?

- **Benefits**
  University policy requires that any risk associated with participation be outweighed by potential benefits to participants and to humankind in general. Identify (a) any benefits to participants, and (b) any benefits to humankind in general resulting from this research.

- **Consent**
  Provide informed consent to be obtained from all participants (or their parent or guardian). Attach forms to be used. If deception is necessary, please justify, and describe and submit debriefing procedures.

  *(*For this section of the application, you will have the option to upload supporting documentation via the "upload documents" button on the site)*

- **Assent**
  Minors and others: If minors or other vulnerable participants are involved, please outline procedures to be used in obtaining their agreement (assent) to participate, in addition to the consent of the parent(s) or guardian(s). An assent agreement, similar to informed consent, must be obtained from children and adolescents ages 12-18 years.

- **Risk and Data Security**

Future Risk: How are all participants protected from the potentially harmful future use of the data collected in this research? Describe measures planned to ensure anonymity or confidentiality. If audio or videotapes are used, when will they be erased?

- **Legality**
  Do the data to be collected relate to illegal activities? If so, please explain.

- After the project is completed, please fill out the ***Project Closure Form*** and upload it to GC-IRB portal.