

Helpful tips to take your project from “under review” to “approved” as quickly as possible:

1. Make sure the project you are submitting is **human subjects research** according to [federal guidelines](#).
2. See if your study qualifies for **exempt status** under one of 6 [federal categories](#). If it does, submit your project as “exempt” rather than via the main application tab.
3. Provide **complete and detailed responses** to application questions. Short phrases or sentences typically aren’t enough detail to perform a thorough review.
4. Provide **all required documentation** in the “documents” tab. Templates for commonly required forms are provided on the [GC IRB Portal](#) homepage on the right hand side.
5. Make sure you and any co-investigators listed for the study have a **valid certificate of ethical training**. You can utilize either [NIH](#) or [CITI](#) training.

Email [irb@gcsu.edu](mailto:irb@gcsu.edu) if you have any questions about your application, either prior to submission or to check on its progress if you have not heard anything in a timely manner. You can also check out our FAQs on our website: <http://www.gcsu.edu/irb> .