

GSU IRB Frequently Asked Questions

- How do I contact the GSU IRB by email?
 - irb@govst.edu
 - Where can I find guidance for Human Subjects Research at GSU?
 - See the “Researcher’s Guide to the IRB,” under the “Guidance” tab on the GSU IRB webpage www.govst.edu/irb
 - I want to do research with human subjects at GSU. What do I do with the IRB?
 1. Take the CITI Program training on Human Subjects Research
 2. Apply for IRB approval of research: complete the proper Form(s), Attach appropriate documents, Attach CITI Program completion certificates, obtain proper Signatures, and Submit application through the Provost’s Office
 3. Wait for approval to begin research
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- Where do I get CITI training?
 - Training is online, link via the GSU IRB website under Human Subjects Research Information (top of right column), “Human Subjects Research CITI Training”
 - Which CITI training should I do?
 - Social/Behavioral: if you are doing social or behavioral research
 - BioMedical: if you are doing biomedical (e.g. interventions) research
 - Undergraduate: ONLY if you are a GSU undergrad
 - IRB Board member: ONLY if you are a member of the Institutional Review Board
 - What if I have questions about CITI training, including registration or the right course?
 - Contact Jennifer Morehead Farmer, Director of OSPR (jmorehead@govst.edu)
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- Where can I find forms to submit an application at GSU?
 - See the “New Protocols” section under the “Review Request Forms” tab on the GSU IRB webpage (www.govst.edu/irb). Forms can be downloaded from the website as fillable Word documents.
 - Which application form should I use?
 - Request for Exempt Status Form: if your research involves:
 - no children, no prisoners, no risks to subjects, **and** qualifies within at least one of the conditional categories
 - Expedited and Full Review Form: if your research involves:
 - children or prisoners, minimal or greater than minimal risks to subjects, externally funded studies
 - Classroom Exemption Review Form: if you have consulted the IRB Chair, and:
 - the intent of the classroom assignment/project is to teach students about the ethics of working with participants and data collection
 - the assignment involves no or minimal risk to subjects
 - The findings will only be presented within the classroom or at GSU, but will NOT be presented or accessible outside of GSU.

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- I have an approved protocol—can I make changes?
 - Yes, but you **MUST obtain approval from the IRB first**.
 - How do I obtain IRB approval for changes to my approved protocol?
 - Submit an “Amendment/Addendum Form” found under the “Ongoing/Closing Protocols” section under the “Review Request Forms” tab on the GSU IRB webpage (www.govst.edu/irb). Forms can be downloaded from the website as fillable Word documents.
 - What kinds of changes can I request?
 - As long as the project title, Project Director, and core research question(s) remain(s) the same, you may **request** to:
 - add researchers, add research sites, increase the number of subjects, change inclusion/exclusion criteria for subjects, change recruitment strategies, add new phases/surveys etc. to the project (within reason)
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- I have an approved protocol with an expiration date. How can I keep doing research after this date?
 - The expiration date indicates that your protocol needs to be reviewed by the IRB every year.
 - You must complete and submit an “Annual Continuing Review/Project Closure Form” found under the “Ongoing/Closing Protocols” section under the “Review Request Forms” tab on the GSU IRB webpage (www.govst.edu/irb). Forms can be downloaded from the website as fillable Word documents.
 - Please complete all sections and attach necessary documentation.
 - The IRB will review your submission and issue a decision. If approved, your protocol will be extended and expire after another year.
 - I have an approved protocol but the project is completed. What do I do?
 - Please notify the IRB that you would like to close the project, even if Exempt.
 - The project can be closed if you are completely done with subject recruitment, data collection, data analysis and results dissemination, please notify the IRB that you are closing the project.
 - Please complete and submit an “Annual Continuing Review/Project Closure Form” found under the “Ongoing/Closing Protocols” section under the “Review Request Forms” tab on the GSU IRB webpage (www.govst.edu/irb). Forms can be downloaded from the website as fillable Word documents.
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- How do I, my students, my division/department get more information and training about the GSU IRB process?
 - The IRB Chair, Dr. Renée Theiss, is happy to provide an informational session or workshop for students or faculty. Email irb@govst.edu to schedule a date/time.

GSU IRB Resource Links

- Federal Regulations for Human Subjects Research (45 CFR 46)
 - <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html>
- “Ethical Principles and Guidelines for the Protection of Human Subjects of Research”
 - <http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html>
- US Department of Health and Human Services (DHHS), Office for Human Research Protections (OHRP)
 - <http://www.hhs.gov/ohrp/index.html>
- GSU IRB Website
 - Research Guide, Forms, CITI training link, Full-board application submission dates, Full-board meeting dates
 - <http://www.govst.edu/irb>
- CITI Program for Human Subjects Research ethics training
 - <https://www.citiprogram.org/index.cfm?pageID=88>