

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. All submissions, reviews and approvals are done electronically through an electronic system (Cayuse IRB). Cayuse IRB is a web-based system designed to simplify the review of IRB protocols. All IRB protocols must be submitted through **Cayuse IRB**.
 3. Wait for approval to begin research
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- ✓ Where do I get CITI training?
 - Training is online via [CITI Program](#)
 - ✓ 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 Anna Bernadska, Assistant Director for Research Compliance at abernadska@govst.edu
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- ✓ Where can I find forms to submit an application at GSU?
 - Beginning July, 2018, Governors State University's Institutional Review Board no longer accepts paper forms for review of IRB protocols. All submissions, reviews and approvals are done electronically through **Cayuse IRB**.

- ✓ 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 a **Modification** in Cayuse.
 - ✓ 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 a **Renewal Form** in Cayuse.
 - 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 a **Study Closure Form** in Cayuse.
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- ✓ How do I, my students, my division/department get more information and training about the GSU IRB process?
 - 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, Instructions, 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>
- ✓ Cayuse
 - <https://govst.cayuse424.com>