

REMINDERS TO INVESTIGATORS

- IRBManager has templates for recruitment materials and consent forms that meet the regulatory requirements for these documents. If your study protocol will be recruiting and consenting human subjects, use the templates in IRBManager to help expedite the review process. Creating your own format for these documents will likely delay the approval process.
- When submitting your recruitment materials, consent forms, survey questions, etc. to IRB please remember that they should be in their final, edited version. This includes fixing spelling and grammar errors.
- All research procedures should be determined BEFORE submitting to IRB. Answering questions as 'to be determined' indicates the protocol is not ready for IRB review.
- Many Roseman investigators have CITI training that will expire soon. Be on the lookout for automated messages from CITI and complete the appropriate training. Remember that the IRB office does NOT need a copy of your CITI training; IRBManager will automatically update your CITI training as long as you've affiliated your Roseman e-mail with your CITI account.
- If your protocol is set to expire, submit your continuing review (if applicable) at least 1 week prior to allow IRB to complete the administrative review. This will avoid a lapse in the approval and study procedures. Don't forget to consider University holidays in the timeline. If the University will be closed, the IRB office will not be conducting administrative reviews.