

IRB: Institutional Review Board

IRB HACKS

Clarity, Consistency, and Completion

- a. **Clarity:** Don't assume that the IRB reviewers are familiar with your field or its terminology. The IRB reviewers need to be able to understand what you are doing without knowing your field.
- b. **Consistency:** make sure that numbers are consistent throughout, i.e. three interviews throughout rather than two interviews at some points and one interview at others
- c. **Completion:**
 - i. Make sure that all documents are attached, particularly letters of permission from sites (i.e. schools, agencies, etc.)
 - ii. Make sure that all relevant sections are completed (you won't need everything)

IRB HELPFUL TIPS TO PASS INITIAL REVIEW

- **Attach all relevant documents:**
 - CITI certificates for all researchers involved
 - Consent forms
 - Letters of permission from other agencies or schools
 - Surveys or questionnaires
 - Translations as needed
- **Make sure all attachments and websites are able to be opened:**
 - Unlock security if passwords are needed to open documents
 - Check all links to make sure they are operational and not broken
 - PDF documents are recommended
- **Check the correct boxes in each section:**
 - If you are receiving funds for the protocol make sure to click YES that it will be funded. Funding includes: gift cards, cash, food and/or beverages, etc.
 - If your research population age varies, check all boxes that apply
- **Enter dates of the study that reflect time for review and/or revisions of the protocol:**
 - The start date should not be the date you submit your protocol
 - Make sure the year is correct (START: 9/1/2022 END 8/1/2023)



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Working with Students

1. Have students complete the [CITI modules](#).
2. Check to see if any collaborators also have an IRB. Get letter of approval from collaborating institution.
3. Consider having specific directions for your department such as specific text for different sections.
4. Embed consent into the surveys, i.e. "Click here to accept, click here to exit"
5. Avoid imprecise terms as much as possible
 - a. Think Yoda: do or do not, there is no try.
 - b. We'll do X, and if X doesn't work, we'll do Y.
 - c. Avoid terms like probably or mostly.
6. Review templates on IRB website BUT put in the information for YOUR study.

IRB QUICK LINKS

- Email: irb@csueastbay.edu
- [IRB home page](#)
- [CSUEB IRB policy](#)
- [CSUEB IRB Procedures](#)
- [Does your research require review](#)
- [Review Categories:](#)
 - Non-exempt research (full committee review)
 - Exempt research (administrative review)
 - Normal Educational Practices Considered Exempt from Full Committee Review.
 - Expedited Review of Non-Exempt Research
- [IRB forms and templates](#) (Sample Consent Forms)
- [Training: CITI, ORSP, CSULearn](#)
- [Complete protocol package](#)
- [Frequently asked questions](#)

