New IRB Application Form FAQs

**How will the new IRB Application Form affect my active studies that have a Word version of the Protocol Form?**

The IRB Application Form won’t affect your current studies. You will need to continue to use and follow your approved Protocol Form. If you need to make changes to your Protocol Form, you will need to submit an amendment with revisions in the Protocol Form.

**Do I need to submit the Word version of the Protocol Form with the IRB Application Form?**

No. The questions from the Protocol Form have been embedded into the IRB Application Form.

**What if I already started filling out the Protocol Form?**

Many of the questions of the Protocol Form have been incorporated in the IRB Application Form. Feel free to copy, paste, and edit your responses into the new IRB Application Form.

**Can I use the New Study Form in I-Manager instead of the IRB Application Form?**

No. You won’t be able to start a New Study xForm once the IRB Application Form is active.

**What if I already started a New Study Form in I-Manager?**

If you started a New Study xForm before the IRB Application Form was launched, you may submit the New Study xForm through December 31, 2021. After that, we will no longer accept New Study xForms.

**Can I skip ahead in the IRB Application Form, without answering all the questions in a section?**

You may move through the application by clicking on the sections in the dropdown menu at the top of the page. However, additional pages might appear based on the answers you select. Use the dropdown menu with caution. In general, it is best to answer the questions in the order they appear.

**How long will it take to add new contacts, if they are added within the IRB Application Form?**

New contacts with be automatically processed.

**For secondary data analysis, is a full listing the variables really required? Do you want the list of variable names, or what the variables are measuring?**

The full list of variables is required. In addition to the variable name, a description of what the variable is measuring needs to be included if the variable name isn’t clear or uses technical terms.

**What type of training do you want to know about?**

The IRB needs to make sure that the study team has the appropriate training and qualifications to conduct the study activities. So, the type of training will depend on the specifics of your study. If you’re working with a special population (children, veterans, refugees, survivors of sexual assault), it’s a good idea to describe your experience and/or training to work with that population. This would be especially true if you are studying a sensitive topic. Additionally, if you’re using special equipment or medical devices, you should describe how you’ve been trained to use that equipment. For studies that involve multiple research assistants, you may describe the study team or lab’s general training procedures.