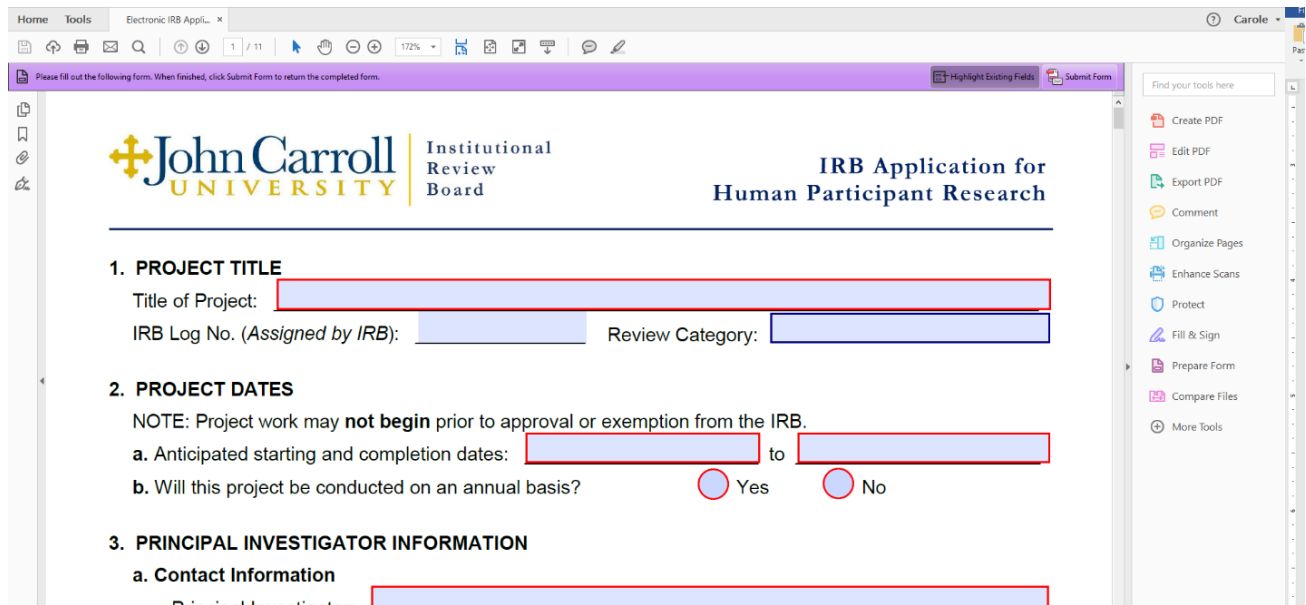# Instructions for Downloading and Submitting the JCU Electronic IRB Application Form:
(Updated 9/4/18)

1. Make sure your computer has the latest version of Adobe Reader. It's available as a free download from Adobe for both Windows and Mac: ADOBE READER DOWNLOAD. If you are working on a JCU-owned desktop computer, contact the ITS Help Desk (x3005, HelpDesk@jcu.edu) to get Adobe Reader loaded onto your computer.

2. Click on Electronic IRB Application Form on the JCU IRB "Forms & Policies" webpage.

3. Don't start filling it out now! First download the form (save it to your computer). It will be named *Electronic IRB Application for Download.pdf*.

4. Always open, edit, and save your application form using Adobe Reader. We have found that other PDF viewers aren't always reliable. In Adobe Reader, it will look like this:

5. Complete the form by filling out the indicated fields. Fields in red are required. Refer to IRB DIRECTIONS [*link under construction*] for line-by-line help with completing the form.

6. **Attaching Files:** all supporting documents (e.g., informed consent forms, recruitment material, survey instruments, etc.) should be attached to the application. On page 9 in the SUPPORTING MATERIALS section, click on the "ATTACH FILE" button, and you will be directed to choose files from your computer that you wish to attach. Supporting documents can be attached in *.doc, .pdf, .jpg*, or any other common file format.
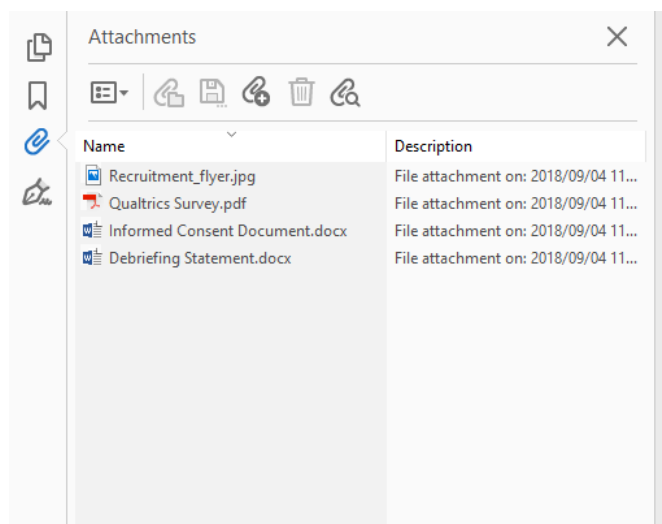
14. SUPPORTING MATERIALS

All supporting documents must be submitted with this application. The IRB must review all materials that are presented to or seen by any participants during the study. Indicate below what materials will be attached to this application. Check ALL that apply:

☑ Recruitment Materials (flyer, ad copy, social media post, recruitment email, SONA study page, etc.)

☑ Informed Consent (consent and assent forms, information sheet, electronic consent page, oral consent script, translated informed consent documents for non-English speakers, etc.)

☑ Data Instruments (surveys, interview questions, tests, links to internet surveys, etc.)

☑ Debriefing statement

☐ Other: (specify) _____

Attachments Pane: (will appear on the left)   **VIEW**   **ATTACH FILE**

Electronic files should be attached to this form by clicking **ATTACH FILE**. You will be asked to choose files from your computer that you wish to attach. Please give your documents names that clearly identify what they are. (e.g. AppendixA.doc, RecruitmentFlyer.pdf, Informed_Consent.doc, etc.)

You can open up the Attachments Pane by clicking the yellow "VIEW" button shown above or the small paperclip icon (red arrow) on the left-hand side of the window. The Attachments Pane will appear on the left-hand side of your screen:

Please make sure your supporting documents are given names that clearly identify what they are. For example, *Appendix A, Informed Consent,* or *Recruitment Flyer* are all helpful document names. In the METHODOLOGY section of your application on page 7, refer to each of these attachments *by name*.

All of the attached documents that are listed in the Attachments Pane will be included as part of your entire application in one PDF file.

7. **CERTIFICATION STATEMENT:** the Principal Investigator and all co-researchers (anyone engaged in research activity or who will have access to raw participant data) must **read and initial** the CERTIFICATION STATEMENT on page 9. All researchers should provide their name, initials, date, affiliation (if not JCU) and their CITI training completion date. The PI is responsible for circulating the form to all the co-researchers so that they each can read, initial, and save the form to their computers.

8. **Digital Signature:** Student PIs or PIs external to JCU must have their JCU research sponsor provide a digital signature in Section 3.c on page 1 of the application. See page 11 (the last page) of the application or IRB DIRECTIONS [*link under construction*] for directions on providing a digital signature.


9. Once the PI has completed the form, all co-researchers have read, initialed, and saved copies of the form, and the sponsor has digitally signed the form (if needed), the PI should **SAVE** the completed form to their computer.

10. Please give the application file a name that includes the last name of the PI. (e.g., *Smith_IRB_application.pdf* or *Jones Memory Project.pdf*) File names such as *PS301 project.pdf, CommunicationsCapstone.pdf,* or *Thesis Research Project.pdf* are not acceptable.

11. **Submitting the Form to the IRB:** there are two ways to submit the form.

   - SUBMISSION METHOD ONE: At the top of the form window, there will be a button:
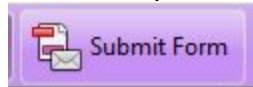
The button will be blue if the form has been digitally signed. Otherwise, it will be purple. When you click on this button, if all required fields are complete, you will see the following dialogue box:

The name of your application file that you've saved to your computer will appear after "Attachment:" In the above example, the application is named *ResearcherName IRB Application.pdf*. Enter your email address into the box below "From:" and provide your full name. When you hit SEND, it will automatically go to the IRB Office mailbox, irb@jcu.edu.

If any of the required fields, outlined in red, are incomplete when you click "Submit Form", you will receive an error message.

- SUBMISSION METHOD TWO You can send an email to irb@jcu.edu and attach your completed IRB application file to the email.

12. **Confirmation of Receipt:** after your application has been received, you will receive an email confirmation from the IRB Office. If you have any questions about your submission, please contact Carole Krus at ckrus@jcu.edu or x1527.