IRB Submission Summary for Faculty & Staff

# Application (*Always check the IRB* [*Types of Review*](http://gsr.lau.edu.lb/irb/types-of-review.php)*)*

[ ]  Complete the [Protocol Exempt Application](http://gsr.lau.edu.lb/irb/documents.php) – if study fits Exempt status and targeted population is adults. OR

[ ]  Complete the [Initial Application for Social Behavioral Research](http://gsr.lau.edu.lb/irb/documents.php) / [Biomedical Research](http://gsr.lau.edu.lb/irb/documents.php) – if your targeted population includes children or vulnerable population or is Biomedical Research**.**

# Supporting Documents *(as applicable to your study)*

*Documents should be sent in an editable word format and as separate documents*

*[ ]* Your Research Project or Research Proposal, please use the [Research Protocol Template](http://gsr.lau.edu.lb/irb/documents.php) and customize as needed for your research study (Required)

[ ]  Certificate of Completion – CITI Training – Link - [Protection of Human Participants in Research](http://gsr.lau.edu.lb/irb/education-training.php)

[ ]  If data collection to be done at [LAU Medical Center – Rizk Hospital](http://gsr.lau.edu.lb/irb/documents.php) or the [LAU Simulation Center](http://gsr.lau.edu.lb/irb/documents.php), please complete the appropriate Signature Page and secure the necessary approvals

[ ]  If data or sample collection will be done outside LAU/LAUMCRH, either provide relevant IRB approval from that site or a letter of approval for participation. In the event you will be drafting the letter, it is recommended that the IRB reviews the content of this letter before securing signature from the participating site. Template letter available: [Letter to Companies, Schools, Centers, etc](http://gsr.lau.edu.lb/irb/documents.php)

[ ]  If the data collection tool is a survey, questionnaire, interview script, make sure to include a consent introduction prior to the survey, questionnaire, interview script, please refer to template – [Sample Introduction to Surveys and Questionnaires](http://gsr.lau.edu.lb/irb/documents.php) (this is applicable to adult participants only).

[ ]  In some cases, instead of the Sample Introduction to Surveys and Questionnaires, you might be video recording an interview, or doing and assessment, therefore depending on the study, you will have to use instead the [Informed Consent for Minimal Risk Studies](http://gsr.lau.edu.lb/irb/documents.php)

[ ]  If the data to be collected involves children and it requires child’s involvement and is not part of a classroom activity, please ensure there is Parental Consent. Template - [Parental Consent](http://gsr.lau.edu.lb/irb/documents.php).

[ ]  If children are involved and are above the age of 7, an assent should be included. Template also available under [Child Assent](http://gsr.lau.edu.lb/irb/documents.php).

[ ]  Other relevant templates also available - [Supporting Documents](http://gsr.lau.edu.lb/irb/documents.php)

# Submission

[ ]  Submission must be by email and in word documents, as well as scanned signed pages.

[ ]  Completed Application, supporting documents and [RPSF](http://gsr.lau.edu.lb/irb/documents.php) signed by the respective Dean / Head

[ ]  IRB fees to be incorporated in the study budget for Sponsored or Externally Funded studies, [refer to IRB website](http://gsr.lau.edu.lb/irb/submission-requirements.php) for more details on IRB fees and requirements for contract and budget clearance.