IRB Protocol Submission Instructions

- All members of the research team and faculty/department personnel signing the protocol must **complete CITI training prior to submission**.

Instructions for CITI:

- The on-line, self-paced researcher training can be found at: http://www.citiprogram.org/
- **To prevent non-AUM researchers from utilizing AUM's program there are several screening requirements: 1) institutional ID # is required. This is your student or faculty/staff ID. 2) also, required is registration with your aum.edu e-mail address. Failure to register using these identifiers will result in being rejected from the system. Periodic screening takes place and non-affiliated users are removed. Contact dtomblin@aum.edu with questions.**
- Select "New Users Register Here"
- Select "The Protection of Human Research Subjects"
- Select "Participating Institutions" and find "Auburn University at Montgomery" in the drop down menu
- Create your username and password
- Enter your name and AUM email address
- Click on "Submit"
- Complete the Course Registration Information
- And start (and complete the CITI training). Completion reports are automatically sent to the AUM IRB Administrator.
- Principal Investigators and key research team members must complete the CITI course training for either 1) Social and Behavior Refresher OR 2) Social, Behavioral, and Educational Refresher OR 3) Biomedical Research Basic Refresher.

Instructions for IRB Submission:

- The IRB Protocol Review Form can be found on AUM.net (SharePoint) site or AUM website: http://www.aum.edu/academics/sponsored-programs/institutional-review-board/information-documents-forms
- The IRB Protocol Review Form must be typed (not handwritten).
- Forms must have the appropriate signatures.
- Determination for type of review (exempt, expedited, full board) will be made by the IRB.

- Include the appropriate informed consent document and/or assent document. The informed consent form is a crucial element in conforming to the Department of Health and Human Services' regulations on human subjects research. (Those regulations can be found in the Code of Federal Regulations, 45 CFR 46.) These guidelines are important both legally and ethically, so researchers should make every effort to stay in compliance. IRB groups like the one at AUM advocate ethical, responsible human subjects research and endeavor to assist researchers in their attempts to develop and conduct HHS-compliant studies of human populations.

- Include **all** instruments that will be used for data collection (surveys, interview questions, health history questionnaires, letters of permission, etc.)
- Complete the Protocol Review Checklist at the end of the IRB Protocol Review Form
- Remember to review your document carefully prior to submission for clerical and grammatical errors.

Fill in all required areas and then print.
Submit your documents (original and 2 copies) to:
Office of Sponsored Programs
Debbie Tomblin, IRB Administrator
109 Administration Bldg. AUM.
(344)244-3250.