

## Filing an application for Institutional Review Board (IRB) approval

Below workflow is a step-by-step guide to filing an IRB application. Should you need clarification at any point in the workflow, please send a mail to [irb@iimb.ac.in](mailto:irb@iimb.ac.in) with your query.

### STEP 1: THE NATURE OF THE STUDY

- Does your study fit the description of “Research” and “Human subjects” as per the IIMB IRB Policy document on Intranet/Venus (see Notes below for quick reference)?
- Are you the Principal Investigator (PI) of the study?
- If your answer to both questions above is 'Yes', then proceed to the next step.

### STEP 2: CLEARING ETHICS CERTIFICATION

- Are you Collaborative Institutional Training Initiative (CITI) certified?
- If yes, proceed to next step.
- If no, please visit <https://about.citiprogram.org/> to register yourself (with your iimb.ac.in email address) and complete the CITI training certification.

### STEP 3: FILLING THE IRB APPLICATION

- Download IRB application template from Intranet/Venus.
- Fill in details in Sections A, B, & C of IRB application form.
- Attach appendices mentioned in Section D of IRB application: CITI certificate, recruitment documents (e.g., email, phone scripts) and questionnaire(s) for participants.
- Submission of the research proposal is strongly recommended for applicants along with the ethics application.

### STEP 4: SUBMITTING THE IRB APPLICATION

- Email the IRB application and appendices to [irb@iimb.ac.in](mailto:irb@iimb.ac.in).
- IRB coordinator will do the initial screening and may request you to correct/modify the ethics application, as necessary.
- The identity of the Principal Investigator (PI) and the co-investigators will be masked by the IRB coordinator and will be known only to the IRB coordinator and the IRB chair.
- Once modifications are done, IRB coordinator sends the application to IRB for review. *May take 2 to 5 weeks for the first review.*

### Notes:

- Research: A systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.
- Human subject: A living individual about whom an investigator conducting research obtains data through intervention or interaction.