Chapman IRB Quick Start

Do I need IRB approval?

If you conduct systematic investigation intended to create generalized knowledge, you need IRB approval. Student classroom projects may not meet this definition. You can also request a formal non-human subject determination.

How to put together a complete study application?

Use templates of informed consent and other documents. Take a look at the IRB reviewers' checklists to make sure your submission is complete and watch our webinar with tips for submissions.

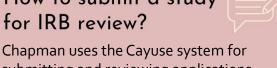## What if I collaborate with someone from another institution?

Expedited and full review studies are reviewed by one IRB, and the other institution(s) rely on that IRB's approval through a reliance agreement. Start by determining which institution's IRB may be best suited to review the study and have other institutions rely on that approval. Learn more about the single IRB process. Exempt studies are not subject to a reliance agreement. Collaborators should follow the process of their individual institutions to file for exempt review.

Is my study exempt, expedited or full board?

The three types of studies differ in level of risk and types of activities they involve. See exempt study and expedited review study categories and examples for each category. All studies that are not exempt or expedited must undergo full committee IRB review.

How to submit a study for IRB review?

Chapman uses the Cayuse system for submitting and reviewing applications. Check out our tutorials. Ready to submit an application for IRB review? Log in here. Use Cayuse to submit modification request for approved studies, including changes to study personnel. When you complete the project, submit a closure report in Cayuse.

How long does it take to get IRB approval?

For exempt and expedited studies, we strive to provide the PI with feedback within 2 weeks from the initial submission. Then, the PI may be asked to revise the application. Full board studies are reviewed by the entire IRB committee that convenes monthly. Consult the IRB meeting schedule and due dates for full board review application submission.

Do I need any training?

Chapman faculty, staff, and students who conduct or oversee research have to complete CITI training every 3 years. Additional training is required for researchers who conduct clinical trials. Learn more about it here. Make sure to upload your certificate in Cayuse.

The Process for Initial Study Application

Some tips and FYI for a faster and more efficient experience:

Don't miss the monthly full board review application deadline.

Respond to all parts of the questions in Cayuse .

Use templates for all the documents (e.g., consent forms).

Alert your organizational approver about your submission. You can check the status of your application in Cayuse.

Avoid delays by ensuring that all study personnel's training is up to date on Cayuse.

We strive to provide feedback within two weeks on exempt and expedited reviews.

Respond to reviewers' comments and update the application itself in line with the feedback.

With rare exceptions, Exempt and Expedited studies do not need renewal. Full Board approvals are for up to 1 year. Changes to an approved study requires submission of the modification for review. Use Cayuse to modify the approved study, renew it before the approval expires, or close it when the project is complete.

For questions and assistance:
irb@chapman.edu
(714) 628-2833

PI makes initial submission

Certification by dean/chair

Resubmission

Administrative review

If the application is incomplete...

IRB review

Send back to PI

If additional information is needed...

Approval

Feedback to PI

Resubmission

PI makes revisions