Completing Your IRB Form

1. Design your study. Ask Yourself:
   - Will any participants be under 18?
   - Will the identity of participants remain confidential throughout the study?
   - If the answer to any of the three previous questions is NO, you will need to get expedited or full board approval.

   - The DRC recommends using Qualtrics for a survey platform, since it is most secure.
   - If you decide to use SurveyMonkey instead, you will need to sign the confidentiality pledge.
   - OIT Research Support can help with designing your study. https://oit.utk.edu/research/Pages/default.aspx

   - Will the study cause any harm beyond what might be normally encountered in daily life?

   Get CITI training before submitting your form. Go to http://research.utk.edu/training-workshops/compliance/ You will also need the CITI human subject training. Do NOT take the ones for IRB members or the IRB chair.

2. Fill out the form on iMedRIS
   - In most cases, you will be uploading any survey instruments, communications used to solicit participants, and informed consent documents or study information sheets.
   - It is important to be consistent so that language in the iMedRIS application form matches the informed consent document.
   - It is also important to be thorough and clear in describing all study procedures.

   - Make revisions as suggested by the DRC or the UTK IRB.
   - Do not underestimate the time that could be needed for the whole process. Your form has to be reviewed by the DRC, then approved by Holly Mercer, then approved by the UTK IRB.
   - Please allow up to 10 days for the DRC to process your form before it is sent to Holly Mercer and the UTK IRB.
   - Applications that require full review by the UTK IRB take even longer than exempt or expedited reviews since the UTK IRB only meets monthly.
   - Expect to make changes. Very few forms are approved without changes.

3. Get CITI training before submitting your form.
   - Go to http://research.utk.edu/training-workshops/compliance/ You will also need the CITI human subject training. Do NOT take the ones for IRB members or the IRB chair.
   - If you are confused, feel free to ask the IRB office.

Resources and People who Can Help

- Your DRC members will attempt to answer any questions you have.
- The UTK IRB page is at http://irb.utk.edu. See the link for Research Guidelines for the relevant rules and regulations.
- The IRB Compliance Specialist in the Office of Research and Engagement can answer many of your questions at (865) 974-7887
- The UTK IRB page is at http://irb.utk.edu/. See the link for Research Guidelines for the relevant rules and regulations.