

## STEPS TO SUBMITTING AN APPLICATION TO THE IRB

Please use this IRB checklist to assist you in completion of your new study application. All IRB applications should be submitted electronically using the IRBNet electronics system: [www.irbnet.org](http://www.irbnet.org). Attach the following required documents and applicable consent forms.

### Review Research Integrity website

The Research Integrity website contains the following information.

<https://www.fau.edu/research/research-integrity/>

Guidance for Researchers

External Links

### Complete Mandatory Training

CITI training for the PI and all key study personnel is the required IRB training. Complete the Social & Behavioral Research Investigators course or Biomedical Research Investigators course. [www.citiprogram.org](http://www.citiprogram.org)

Save your CITI completion report as .pdf file.

FAU Policy: CITI course is valid for 3 years, and training must be renewed by taking the Refresher course.

If you completed online course at another institution, you can affiliate with FAU. If you forgot your Username or Password they have a link [Forgot Username or Password?](#)

### Register IRBNet System

New User Registration is available at [www.irbnet.org](http://www.irbnet.org)

You create your own Username

