

Steps to Get FSU Institutional Review Board (IRB)/Human Subjects Committee Approval to Conduct Research

Time Saving Tips:

Review the Blank Online Application Form prior to completing the Electronic Application Process

Prepare a brief write up including general objective(s) of the proposed research including its purpose, research question, hypothesis, method, data analysis, research design and relevant background information.

Prepare a relevant appendix including Informed Consent/Assent Form (if applicable) Instruments, such as surveys, questionnaires, or interviews

Steps to Follow:

- Step 1. Go to this URL: <http://www.research.fsu.edu/humansubjects/>
- Step 2. Click "Application Information" link on the right side of the screen
- Step 3. For a pre-view and reference, click "Blank Online Application"
- Step 4. Once you review the Blank Online Application Form, you can go back and complete the on-line application, click on "HSRS (Online System)"
- Step 5. If you are a new applicant, select "Are you a new applicant? Click here to register". Complete the registration and skip down to Step 7
- Step 6. If you have already registered fill in the following items: Email address and password
- Step 7. Click "Create New Application" on the upper left side of the screen
- Step 8. For items 1-12 fill in the required information. Click "Save and Go to Next" to save the items you have completed
- Step 9. Once you have completed all 12 items you may submit your project.

***** IMPORTANT *****

**YOU MAY NOT COLLECT ANY DATA UNTIL YOU RECEIVE AN EMAIL FROM THE HUMAN SUBJECTS OFFICE STATING THAT
YOUR RESEARCH PROJECT IS APPROVED**

Final Notes:

- When your submission has been received, you (i.e., the PI) will receive an electronic notification from the Human Subjects Office.
- When your submission is reviewed, you will receive an electronic notification from the Internal Review Board. You may need to make further changes to the proposal at this point. You may then log into HSRS (Online System) and click on "Current Applications", then on "View", you can then "Click to View the Application" to review and fix your submission.
- When your proposal has been approved, you will get an email notification stating this. You may then log into HSRS (Online System) and click on "Current Applications", click, on "View", you can then "Click to View the Application" to view and save the approval form (a letter).

Questions?

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