A Dozen Tips for a Successful IRB Application

1. Read and follow the directions. Re-read to make sure everything is completed.
2. Make sure all your procedures are crystal clear. If your significant other or someone outside your field of study cannot understand what you want to do, neither can the IRB reviewer.
3. Ensure all personnel involved with the study have CITI training and that it is current (within 3 years), or we will not approve the study until all required training is complete.
4. Make sure your application is sent to the IRB by your Faculty Advisor. If sent by a student, it will be returned.
5. Make sure all your surveys or questionnaires are with the application.
6. Make sure your numbers (e.g., sample size, compensation, time commitment) are consistent across all documents.
7. Explain any jargon or acronyms used. Most IRB reviewers know what PTSD is, but they do not know what ACHNE stands for.
8. If you are using ads or flyers for recruitment, make sure they contain all of the following: that they are being asked to participate in research, the name and institution of the researcher, purpose of the research, inclusion or exclusion criteria, brief statement of procedures, time commitment, compensation, location of research and contact number, or UCCS email. Additionally, do not include emphasis (bold, underline, etc.) to any financial benefit.
9. State risks and benefits to the participants. Do not understate risks.
10. If you need a letter of access to a population, make sure it is submitted with the application. Otherwise, you will be asked for one.
11. Make sure all the elements of consent are there and they are clear. Do not remove any of what's already on the UCCS template.
12. Make sure the consent or assent is written at the level for which it is intended. All consents should be written at the 8th grade level. Shorter words and shorter sentences.

Office of Sponsored Programs and Research Integrity
1420 Austin Bluffs Parkway • Colorado Springs, CO 80918-3733
t 719-255-3321 • **f** 719-255-3706