

## How to Apply for IRB Approval

1) The first step towards securing IRB approval for your research is to complete the required Morningside Human Subjects Training Course. This course is available through RASCAL at <https://www.rascal.columbia.edu>.

Go to the RASCAL home page and click on "Testing Center" to take the course. You will need to log in using your UNI and email password (*note that* if you are logging into RASCAL for the first time, you will be prompted for personal contact information). Then select the Morningside Human Subjects Training Course from the course listings. The course should take less than an hour to complete and will give you an introductory understanding of the IRB process.

You are required to take this test before the IRB will review your research. Principal Investigators, Co-Investigators, Research Staff, as well as anyone coming into contact with Human Subjects or involved with the consent process or study design are required to complete this course.

Note that the Principal Investigator must be a member of the Faculty or an Officer of Research as described in the Faculty Handbook. The Faculty Handbook can be found online at: <http://www.columbia.edu/cu/vpaa/fhb/>.

For student research, the Faculty Advisor should be listed as PI on their IRB application.

2) The second step is to go to the IRB web site to review the current guidance and policies. The web address is <http://www.columbia.edu/cu/irb>. You should review all the policies that may apply to your research.

3) The next step is to create a proposal in RASCAL. This will be your IRB application. Go to the RASCAL home page and click on "Human Subjects" and then log in. Once you have logged in, click on "Create a Protocol" to begin creating your IRB application. Your faculty advisor will be the Principal Investigator on your project.

Your IRB application should include the following:

- A detailed description of your research, including your hypotheses, methods or procedures to be used, a description of the population you will be studying, and a description of steps you will take to minimize risk to participants and to ensure confidentiality.
- Any grant proposals or dissertation proposals associated with your research.
- Any surveys, questionnaires or sample questions you will use.
- Any recruitment materials you may use to enlist human subjects in your research (contact letters, e-mails, phone scripts, flyers).
- A detailed description of any secondary data you will use, including its source, the variables it contains, any merging you will do with other data sources, and any agreements you have made with the owners of the data.
- Consent forms, Assent form, and any applicable translations.

Note that Consent forms and Assent forms can and should be built using RASCAL's Consent Form Builder. A short tutorial is available through the RASCAL Testing Center.

If your research will be conducted through collaboration with another organization, you will need to document that organization's approval of your research. If that organization has an IRB, you will also need to secure IRB approval from them.

Similar requirements exist for research conducted overseas. Please be sure to see our policy concerning international research if this applies to you.

Also, if you will be conducting research involving patients' medical records, you may be required to use a HIPAA authorization form. For more information about HIPAA, go to <https://www.rascal.columbia.edu/comply/hipaa.html>.