ELIZABETH CITY STATE UNIVERSITY

IRB Research Lifecycle

A one-page guide for ECSU researchers | Office of Sponsored Programs

1. Determine whether IRB review is required

ECSU uses three screening questions at the beginning of the Cayuse IRB application to determine whether IRB review is required. ECSU-affiliated individuals must complete a Cayuse IRB application for projects involving human subjects, including surveys of students, faculty, staff, or people outside the University.

2. Prepare and submit in Cayuse

Complete CITI human subjects research training for all research team members; additional training may apply to international recruitment or clinical trials. Student principal investigators must identify a faculty advisor. Prepare the protocol and supporting materials, then submit through Cayuse Human Ethics.

3. Respond to IRB review

An IRB member conducts an initial review and may return the submission for clarification or corrections. The study may receive a determination or proceed to additional expedited or full-board review. Respond to reviewer questions and stipulations. An IRB determination follows completion of review.

4. Meet post-approval responsibilities

Resolve any approval contingencies before beginning work. Submit modifications through Cayuse when changing the approved study. Report unanticipated/adverse events and deviations or violations promptly through Cayuse. Some clinical trials may require ClinicalTrials.gov registration.

Important: Do not begin research activities requiring IRB approval until the appropriate written approval or determination is issued.