

COMMON MISTAKES

It is the responsibility of the researchers to ensure that the conduct of human research is ethical and adheres to the determinations of the IRB. This is achieved through complete, accurate documentation being submitted for IRB review. This document helps researchers avoid common mistakes to speed up the review process. Please use the **Submission Checklist** (available in the IRBNet library) to ensure all required items are well addressed, and all documents are uploaded.

CITI Training

Mistake	Researchers submit a wrong CITI certificate.
Fix	BSU IRB requires social/behavioral basic/refresh course or biomedical research-basic/refresh. Please submit either one.

IRB Application & Consent Form

Mistake	Not all questions have been answered.
Fix	All applicable questions should be answered in the application and supplementary forms. Review all documents before you submit them.

Mistake	Researchers do not provide enough detail regarding recruitment procedures and data collection procedures for a complete review.
Fix	Recruitment procedures and methods and procedures of data collection need to be written in a detailed manner. It should be written like a recipe. The IRB should be able to conduct your research project based on the amount of detail provided.

Mistake	Researchers often do not describe the same processes in the application and consent form.
Fix	Review both your application and your consent document to be sure that both describe the same processes.

Mistake	The informed consent form hasn't been altered in accordance with the study.
Fix	Be sure that, when using the sample in the IRBNet library, you have to make changes to fit your study. Don't use our sample(template) as it is.

Mistake	Describe compensation as a benefit(s).
Fix	Do not add any compensation under the benefits section both in the application and the consent form. If your study doesn't have any direct benefit(s) to participants, please say no benefits. While a benefit statement is required, it is perfectly fine to say there is no direct benefit(s) to the participant.

Mistake	A student researcher is listed as a principal investigator(PI) of the record.
Fix	The student should contact the faculty advisor or a faculty/staff member with whom the student is working and correct all documents as the faculty or staff member serves as a PI of the record.

Submission

Mistake	Researchers do not upload a complete package in IRBNet with the documents in the correct format. The documents most commonly missing are recruitment materials such as fliers, emails, and phone scripts.
Fix	Refer to the last page of the Wizard form or use the Submission Checklist to see what documents are needed and in what format.

Mistake	PI and/or co-PI(s) haven't signed the package in IRBNet.
Fix	Before you submit your package, please sign electronically in IRBNet and have co-PI(s) sign the package.

Mistake	PI forgets to re-lock the project after making revisions.
Fix	After addressing all requests, be sure to click " Mark Revisions Complete " to re-lock the project. If the project is not re-locked, The IRB and ORI staff will not be notified that it is ready for review. One tip to avoid delaying the process: Email the ORI staff when the edits have been made. The ORI staff may check the protocol is re-locked and send a reminder email if the project has not been re-locked.