

IRBNet Instructions for Central Michigan University

www.irbnet.org

VII. Submitting Your Study

The last person to electronically sign the proposal (see Section VI) should click on the “submit this study” button on the left. You will be submitting to the Central Michigan University IRB Office. You will then need to identify the submission type.

The submission type you choose should be tied to what you are trying to get reviewed and approved. Follow the examples below in choosing your submission type:

- Adverse Event – when reporting an adverse event (such as unexpected injury)
- Close/Final Report – when submitting an “End of Project” Report
- Continuing Review/Renewal – when submitting a “Request for Annual Continuation”
- Modification/Amendment – when submitting a “Request for Change in Protocol”
- New Study – When submitting an initial “Application for Review of Research Involving Human Subjects”
- Reportable Event (Non-AE) – when reporting events that were unexpected such as participant complaints, information that would affect consent, risks, etc.
- Response/Follow-up – when submitting other correspondence with IRB
- Revision – when submitting requested revisions that the IRB has required
- Other – to submit any other documentation