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Lehman College Institutional Review Board
for the Protection of Human Subjects
Shuster Hall, Room 330

Submitting Your Protocol for Review

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What when and where to submit:

- For either exempt or expedited review, submit 1 paper copy to Shuster room 330 and email a copy to lois.levy@lehman.cuny.edu. Submit anytime. Approval takes approximately 3 weeks.
- For full board review, submit 11 paper copies to Shuster room 330 and email a copy to lois.levy@lehman.cuny.edu. Submit 2 weeks before a scheduled meeting.

☐ The completed and signed Application for Approval to Use Human Subjects in Research
☐ Answers to the 8 questions on pages 4-5 of the Application on a separate piece of paper
☐ Copies of surveys, questionnaires, interview questions, or tests, if applicable
☐ The consent form(s), if applicable
☐ Cover letters, recruitment letters, flyers, telephone scripts, permission from principal for educational research
☐ Certification of completion of the required training program
☐ Copies of the grant and all funding documents

Make sure you:

☐ Include your contact information, <u>including e-mail</u>. Your protocol ***will be delayed*** if this information is not included.

☐ Sign the Application for Approval Form. Look for the ➲ symbol.

- The Principal Investigator and Faculty Advisor, if applicable, should sign on pages 3 and 7.
- If funding is being sought for the study, sign on page 2 as well.

☐ Complete the required training. Include a copy of your certification with your application. Sign the application on page 3 and indicate the certification status of other key personnel on the project.

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