


Lehman College Institutional Review Board
for the Protection of Human Subjects

Submitting Your Protocol for Review

What to Submit:

- The completed and signed Application for Approval to Use Human Subjects in Research
- Answers to the questions on page 4 of the Application
- Copies of surveys, questionnaires, interview questions, or tests, if applicable
- The consent form, if applicable
- Cover letters, recruitment letters, flyers, posters, telephone scripts, etc., if applicable
- Certification of completion of the required training program (see page 7 of the Principal Investigator's Manual)

Make sure you:

- Include your contact information, including e-mail. 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.

What and when to submit:

Type of Review	What to Submit	When to Submit
Request for Exempt Status	Signed original Application, additional materials described above, and 3 copies of the entire packet.	Accepted at any time; approval usually requires 2-3 weeks.
Expedited Review	Signed original Application, additional materials described above, and 3 copies of the entire packet.	Accepted at any time; approval usually requires 2-3 weeks.
Full IRB Review	Signed original Application, additional materials described above, and 10 copies of the entire packet.	At least 12 days before the next meeting date; see the meeting schedule below.

2002-2003 Meeting Schedule:

Deadline for Submitting Protocols	IRB Meeting Date
September 4, 2002	September 18, 2002
September 25, 2002	October 9, 2002
October 30, 2002	November 13, 2002
November 27, 2002	December 11, 2002
December 30, 2002	January 8, 2003
January 22, 2003	February 5, 2003
February 26, 2003	March 12, 2003
March 26, 2003	April 9, 2003
April 30, 2003	May 14, 2003
May 28, 2003	June 11, 2003

Submit the packet to Shuster Hall, Room 303.