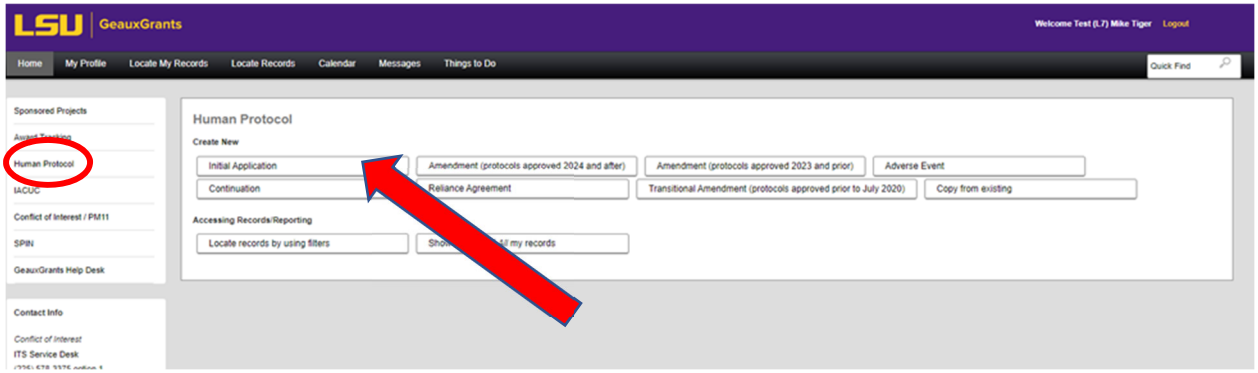
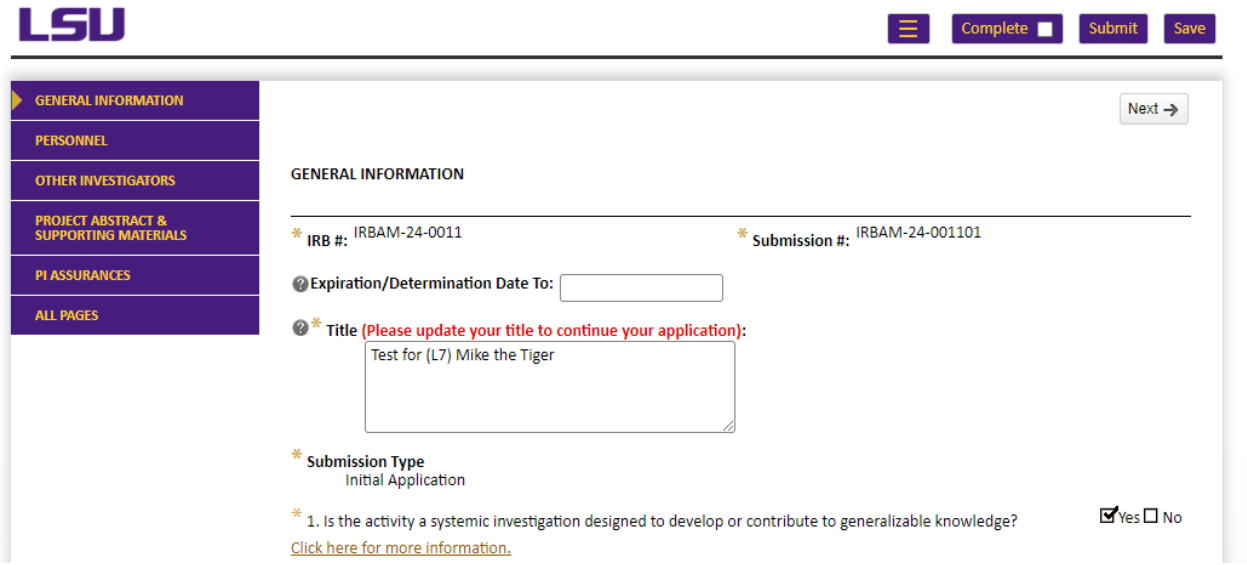
Submitting an IRB Initial Application

It is recommended that you use **Chrome** or **Firefox** when using GeauxGrants. You can login through myLSU or by going to https://www.lsu.edu/geauxgrants/.

Once logged into GeauxGrants, click **Human Protocol** on the left side of the page. Under **Create New**, click **Initial Application**.



The IRB number and submission number will prepopulate. Type the title of your study. (Note: Ensure that your title is consistent here and on all attachments.)



Responses to the first few questions will determine if the application expands and additional questions are asked. Follow the prompts and reply to each question accordingly.

Louisiana State University
Institutional Review Board
irb@lsu.edu
lsu.edu/irb

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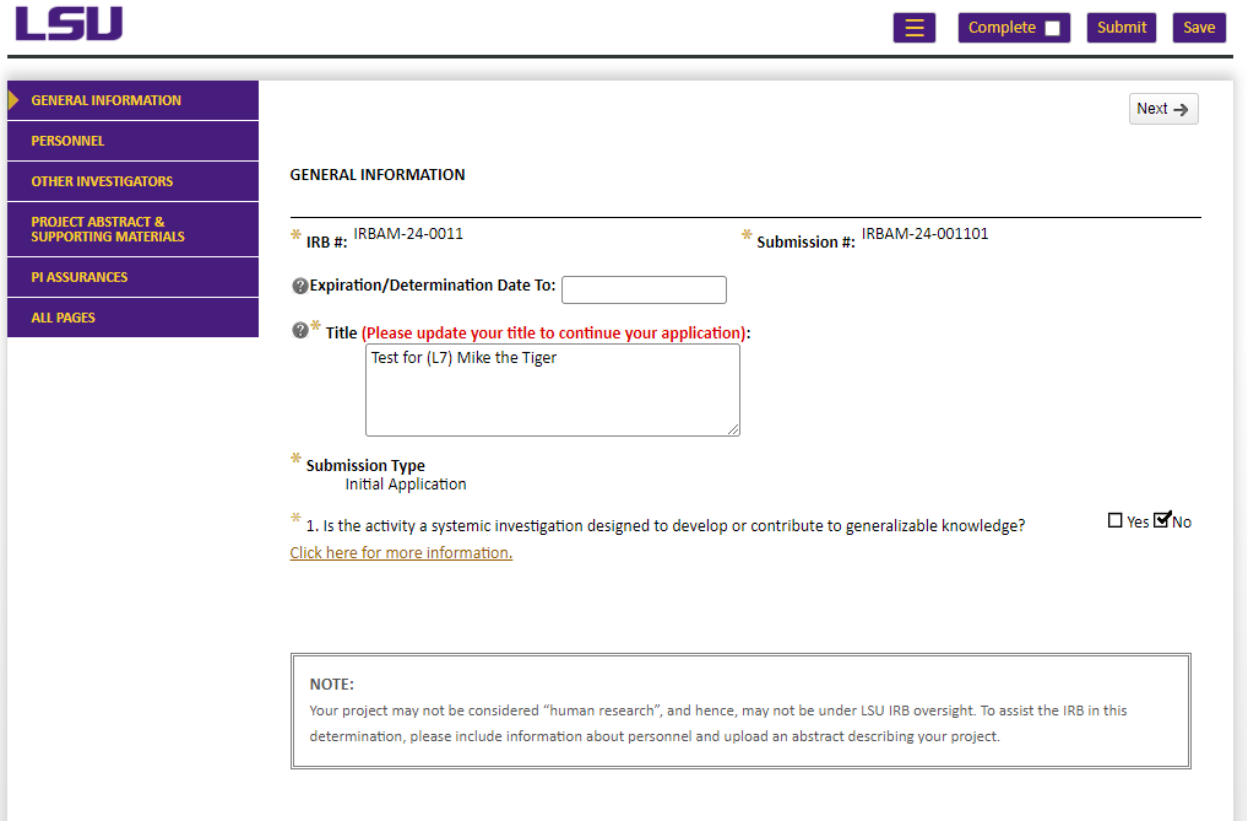
Submitting an IRB Initial Application

Question 1:

- If "**No**" is selected, the application will not fully open. Skip to page 10 for instructions on how to attach your Project Description/Abstract to the **Project Abstract & Supporting Materials** page of the application.



- If "**Yes**" is selected, additional questions will appear.

Question 2:

- If "**Yes**" is selected, move to Question 3

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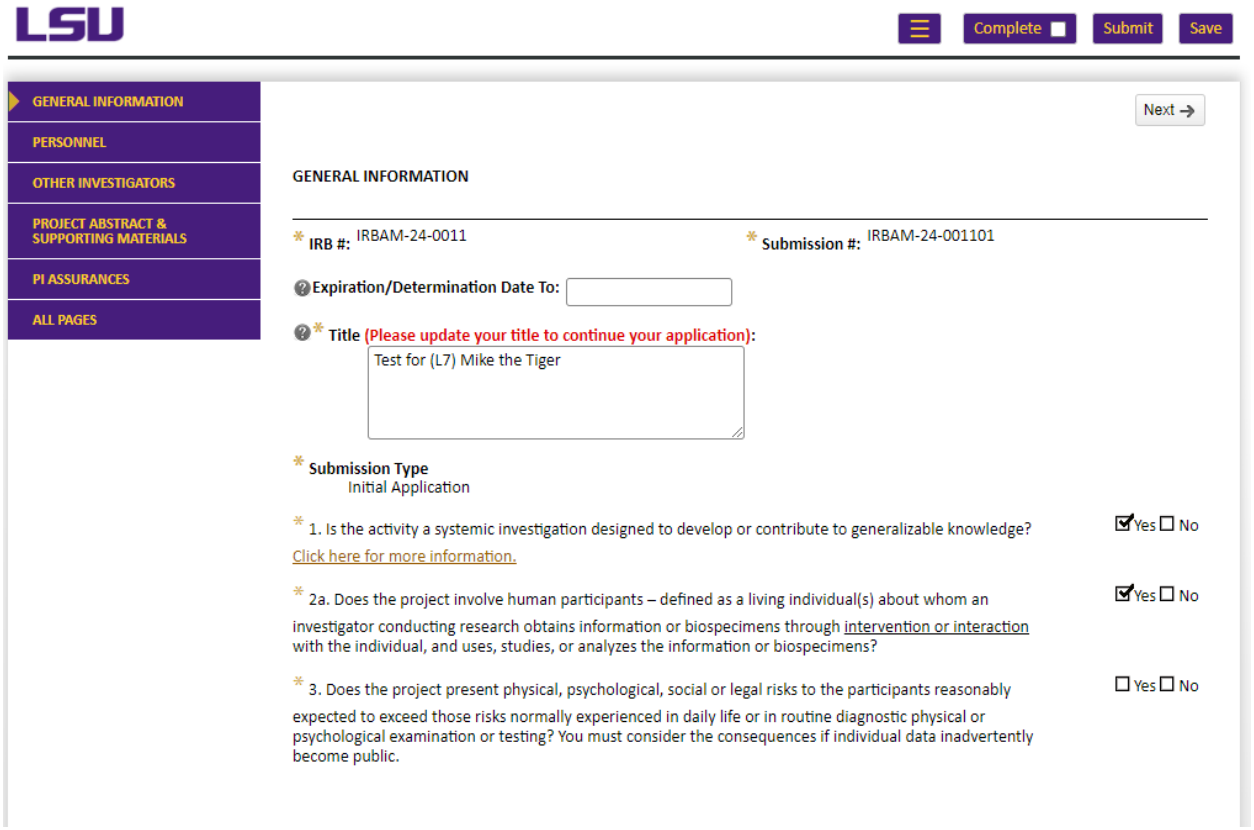
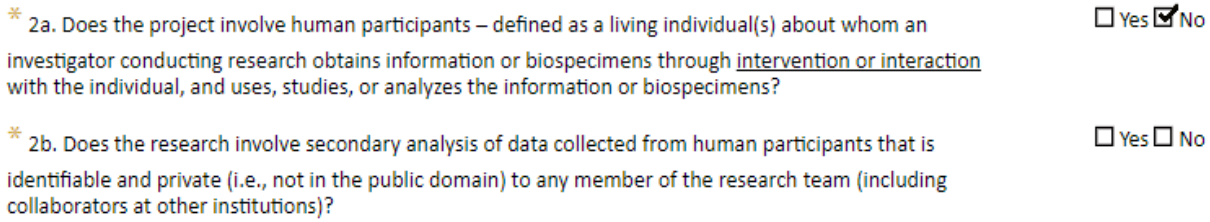
Submitting an IRB Initial Application



- If "**No**" is selected, Question **2b** will appear.



- If "**No**" is selected for **2b**, the application will not fully open. A note will appear stating to only complete the Personnel section, Other Investigators section, and upload an abstract describing your project. Skip to page 10 for instructions on how to attach your Project Description/Abstract to the **Project Abstract & Supporting Materials** page of the application.

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Submitting an IRB Initial Application

> **NOTE:**
> Your project may not be considered "human research", and hence, may not be under LSU IRB oversight. To assist the IRB in this determination, please include information about personnel and upload an abstract describing your project.

- If "**Yes**" is selected for **2b**, additional questions will appear

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Question 3:

* 3. Does the project present physical, psychological, social or legal risks to the participants reasonably expected to exceed those risks normally experienced in daily life or in routine diagnostic physical or psychological examination or testing? You must consider the consequences if individual data inadvertently become public. ☑ Yes ☐ No

If "**Yes**" is selected, the below note will appear. Proceed to the next question.

> **NOTE:** Your project requires LSU IRB approval and is under OHRP oversight. Please select the "Full Board/Expedited" review type and complete the following application.

Question 4:

- If "**Yes**" is selected, reply to **4b**, **4c**, and possibly **4d** accordingly

* 4. Are any of your participants prisoners, psychiatric inpatients, or potentially being involuntarily confined? ☑ Yes ☐ No

* 4a. Is the study minimal risk? (it must be) ☑ Yes ☐ No

* 4b. Select the research that fits the allowed categories:
- ☐ Causes or effects of incarceration
- ☐ Study of prisons or prisoners
- ☐ Conditions affecting prisoners as a class
- ☐ Practices that may improve health or well-being of subjects

* 4c. Are the risks commensurate with risks accepted by non-prisoners (it must be)? ☑ Yes ☐ No

* 4d. Select all that apply:
- ☐ Selection of subjects is fair - controls random
- ☐ Language is understandable
- ☐ Study does not affect parole
- ☐ If necessary, follow up care will be provided

- You will see the below note to select **Full Board/Expedited** review.

GeauxGrants

Submitting an IRB Initial Application

> **NOTE:** Your project requires LSU IRB approval and is under OHRP oversight. Please select the "Full Board/Expedited" review type and complete the following application.

- If "**No**" is selected, proceed to Question 5.

Question 5:

* 5. Are you obtaining protected health information from a health care provider? Protected health information is information that a) relates to the individual's past, present, or future physical/mental health, condition or provision of healthcare services, and b) that there is a reasonable basis to believe can be used to identify the individual. Click here for more information. ☐ Yes ☑ No

- If "**Yes**" is selected you will see the below note to select **Full Board/Expedited** review.

> **NOTE:** Your project requires LSU IRB approval and is under OHRP oversight. Please select the "Full Board/Expedited" review type and complete the following application.

- If "**No**" is selected to both **4** and **5**, you will see a note to refer to OHRP definitions for Exempt research and select the "Exempt" review type if applicable.

> **NOTE:**
> Your project requires LSU IRB approval. It is possible your project is exempt from OHRP oversight (see Exempt Research Determination). If you believe your project is exempt, select "Exempt" review type. Otherwise, select "Full Board/Expedited" review type.

Select the **Review Type**, based on the note provided after answering Questions 1-5.

* **Select Review Type:**
○ Exempt ◉ Full Board / Expedited

* **Principal Investigator:** Tiger, (L7) Mike the

Department	LSUAM | Col of HSS | Geography and Anthropology | CC00119
Title	IRB/COI Investigator
Email	itsbatesting@lsu.edu
Phone	(225)999-9999

- Note: **Undergraduate** and **graduate students** may not be listed as PI on IRB applications. If your name appears here and you are a student, click on the pencil next to the name to edit. List your

Submitting an IRB Initial Application

faculty advisor here. (For additional instructions, scroll to the Personnel section of these instructions.)

Proposals:

- If you are working with the **Office of Sponsored Programs** to apply for funding related to this study select "**Yes**."

* **Has this project been submitted to the LSU Office of Sponsored Projects? If yes, has external funding been approved or has Just In Time documentation been requested? If not, please select no to this item.**
Yes ☑ No ☐

* **Are you the PI or listed on the proposal?**
Yes ☐ No ☐

- If you are not the PI on the proposal, select "**No**" and type the proposal number in the box that appears.

* **Are you the PI or listed on the proposal?**
Yes ☐ No ☑

* **Please enter the proposal number:** [ ]

- If you are the PI, click the "**+**" sign that appears once "**Yes**" is checked.

* **Is there a proposal associated with this protocol?**
Yes ☑ No ☐

* **Are you the PI or listed on the proposal?**
Yes ☑ No ☐

* Select Proposal below using the + button:

Proposal Number	PI	Sponsor	Title	Status	

- Under **Add Proposal**, type in the proposal number to link to the application to the IRB protocol. Click "**Go**" next to the blank. If you do not know the proposal number, go under **Apply Filters**. Click "**Set**" next to the that filter you choose. Type in the information and click "**Save**." Then, click "**Go**" on the **Apply Filters** line.

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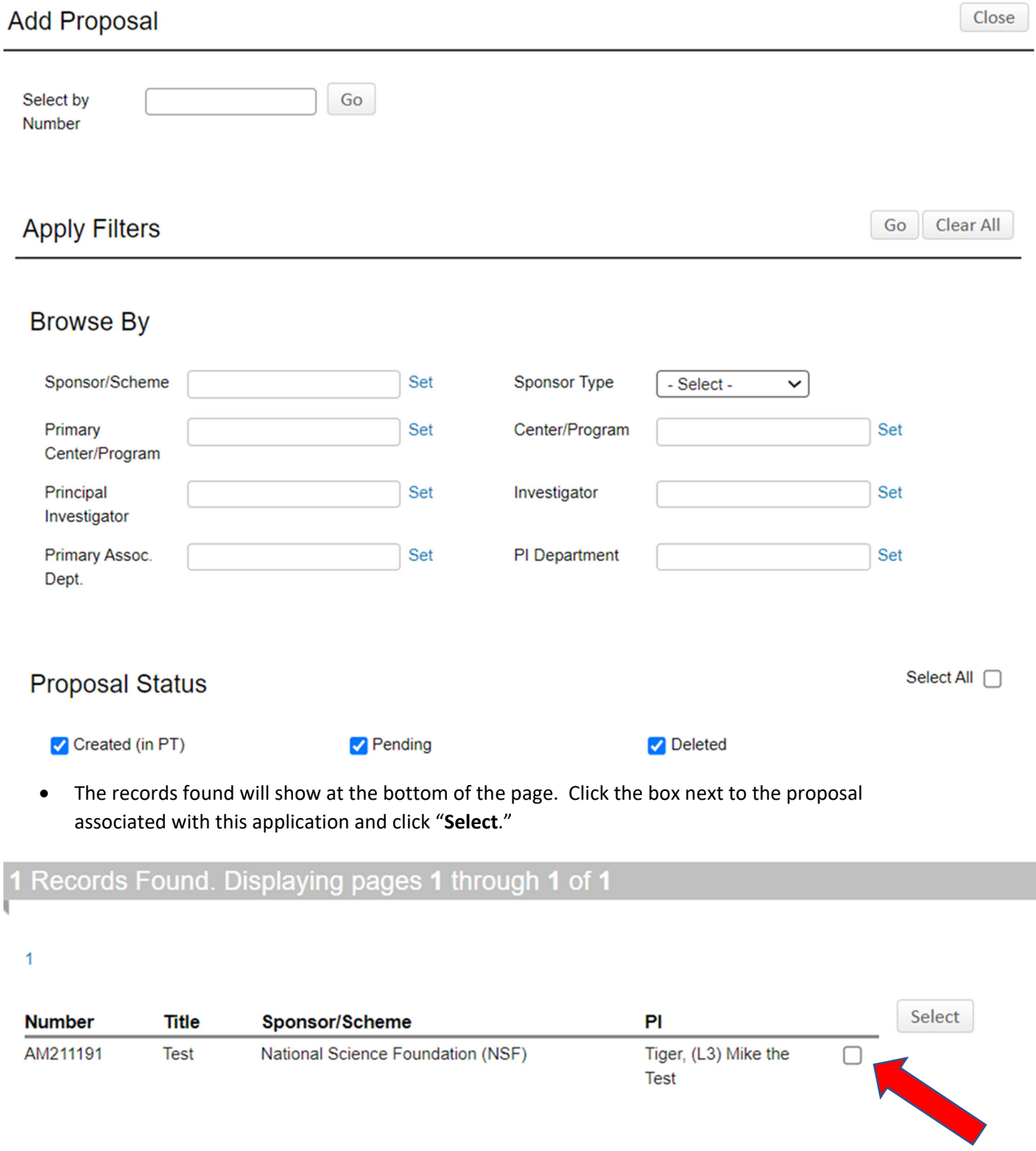
Submitting an IRB Initial Application

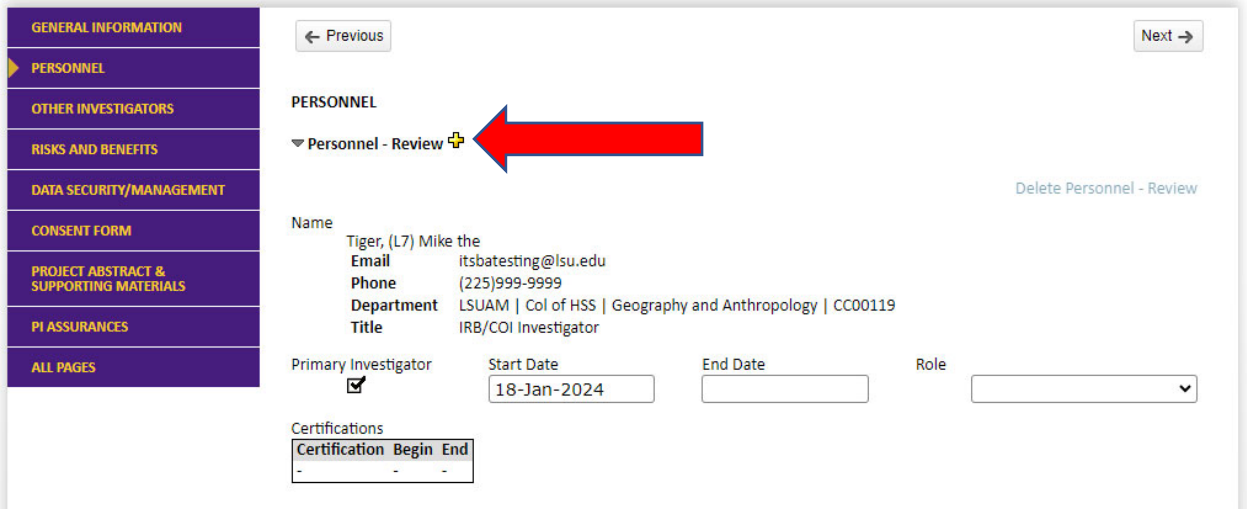


- The records found will show at the bottom of the page. Click the box next to the proposal associated with this application and click "**Select**."

- The proposal will now be linked and display on the application. Click "**Next**" to move to the next page.

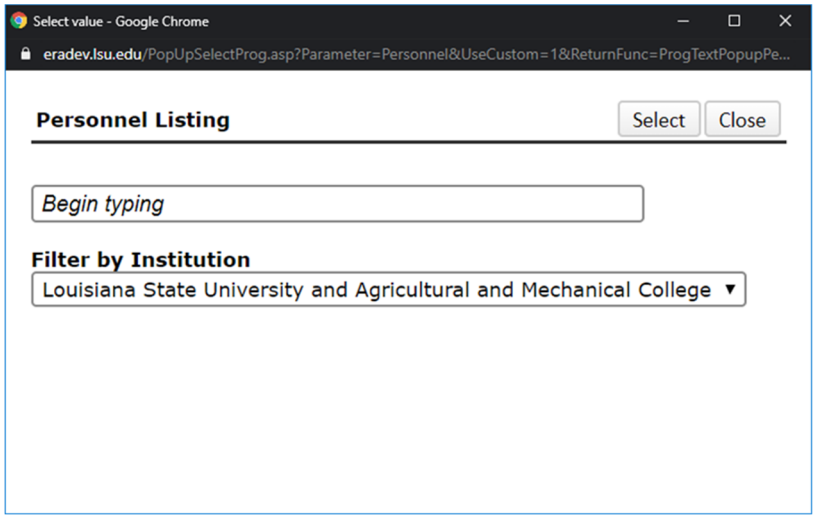
Personnel:

- On the Personnel page, click the "**+**" sign next to **Personnel - Review** to add co-investigators employed at LSU. (This system pulls from the HR database, Workday. All undergraduate students and graduate students, who are not on an assistantship or employed by the University in some capacity will need to be added on the **Other Investigators** page, along with external researchers.)

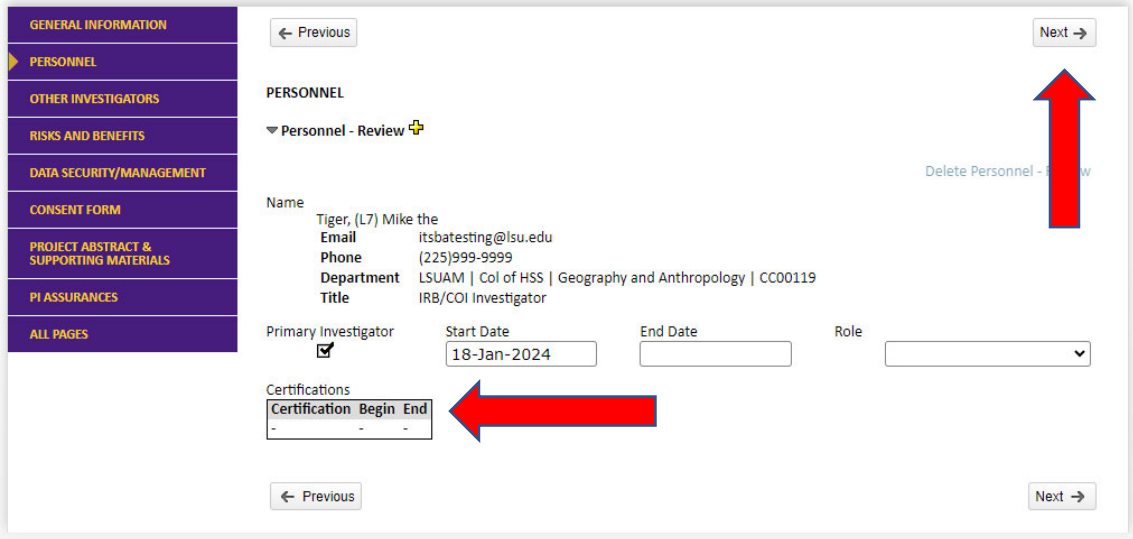


Submitting an IRB Initial Application

- A new box will appear that will allow you to type in the name of the LSU co-investigator. Begin typing the investigator's **last name**. The name will appear and you can select their name. When ready to add the co-investigator, click "**Select**."



- Once the personnel are added, select the **Role** for the PI and co-investigators. The End Date will be left blank for the PI. If the anticipated End Date is known for co-investigators, you can add it. You may also choose to leave it blank. If someone leaves the project in the future, you may submit an amendment with their End Date at that time.
- The **Certifications** box will prepopulate, if the project personnel's human subject training certificate can be linked from the CITI Program (if the certification is completed at the time that this application was created). If not, certificates that do not pre-populate on this page will need to be attached under the **Project Abstract & Supporting Materials** page of this application. Click "**Next**" to go to the following page to add co-investigators, who are not employed at LSU.



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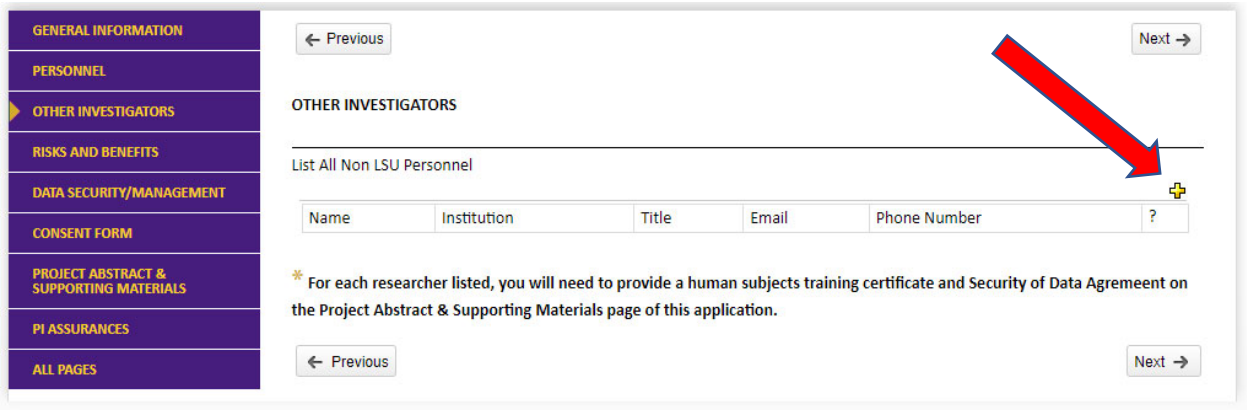
Submitting an IRB Initial Application

The **Other Investigator** page is where you will add any LSU researchers that cannot be added on the Personnel page, as well as external investigators from other institutions. To add more than one co-investigator, click the "**+**" sign again and additional rows will appear. (Be sure to fill in <u>all</u> spaces provided.) Click "**Next**" to go to the following page.



Answer all questions under the "**Risks and Benefits**," "**Data Security/Management**" and "**Consent Form**" sections, clicking "**Next**" after completing each. Some will ask for additional questions or provide text boxes for you to provide additional information.

Project Abstract & Supporting Materials:

- Click the "**+**" sign to the add lines for each document. Upload all study documents as PDF or MS Word files. The uploaded file names must be less than 50 characters.
- NOTE: Most IRB protocols require a **Project Description/Abstract**, **Consent Form**, **Instruments** (e.g., survey/questionnaire, interview questions, images of devices, a document containing links to sound bites, etc.), **recruitment materials** (e.g., flyers, social media posts, correspondence, etc.), verbal/written **instructions**, **human subjects training certificates** for all LSU investigators, and **Security of Data Agreements** for all investigators.

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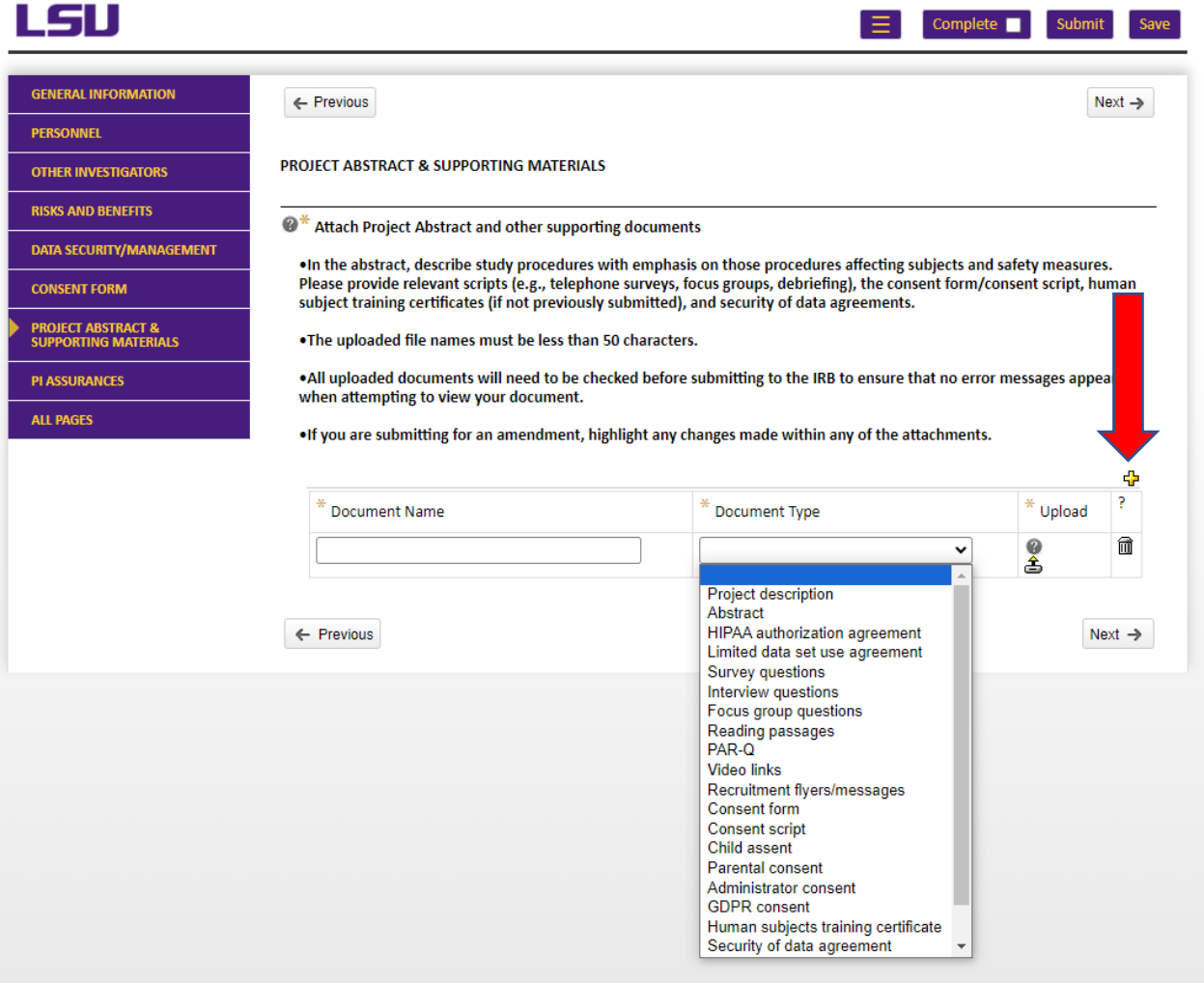

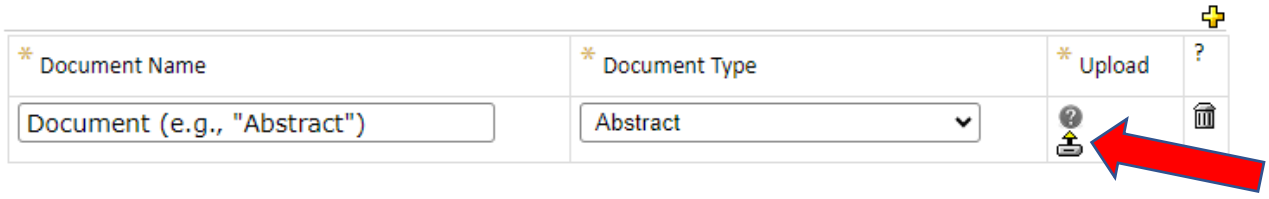

A system dialogue box will appear for you to type in the name of the document and select "**Choose File**." This will open another box for you to find the document that you wish to upload from your computer.

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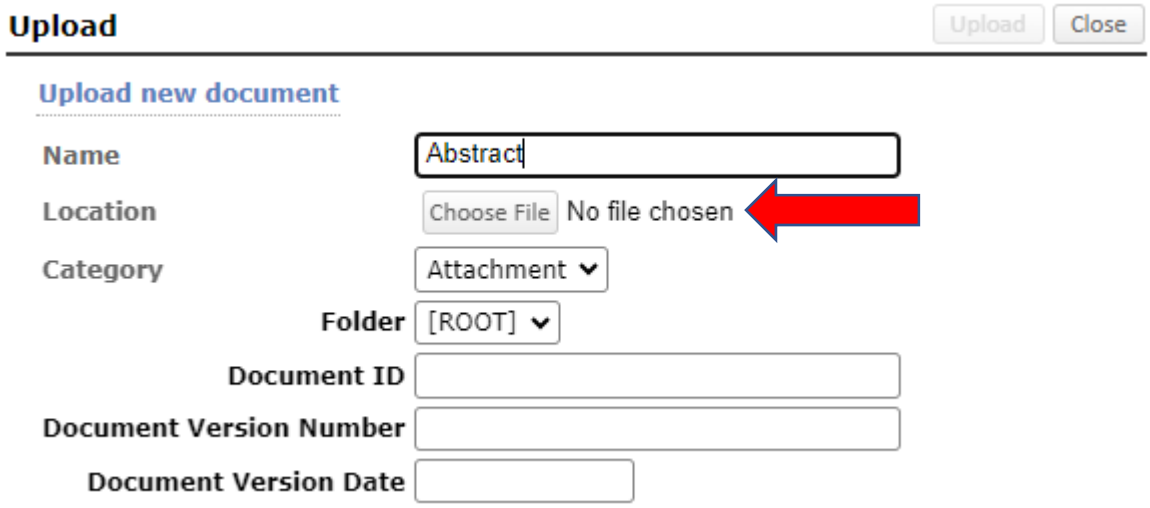
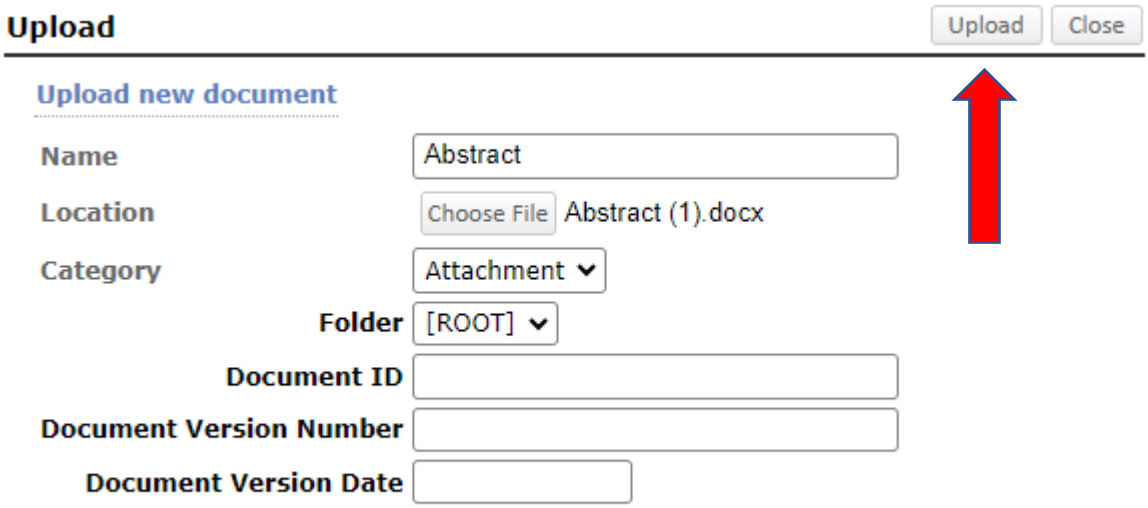
Submitting an IRB Initial Application





Once successfully uploaded, the eyeglasses icon will appear. (You may click on the eyeglasses icon to open and view and/or download the document.). Repeat this process to add all necessary documents.

NOTE: Most IRB protocols require a Project Description/Abstract, Consent Form, Instruments (e.g., survey/questionnaire, interview questions, images of devices, a document containing links to sound bites, etc.), recruitment materials (e.g., flyers, social media posts, correspondence, etc.), verbal/written instructions, human subjects training certificates for all LSU investigators, and Security of Data

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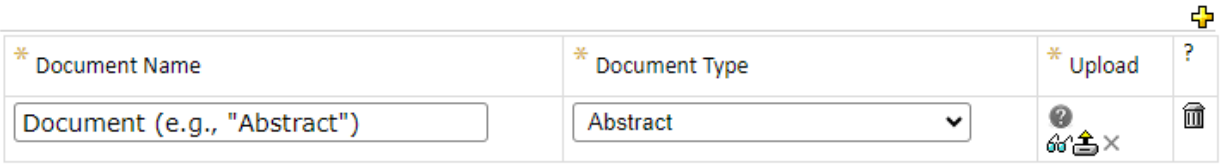
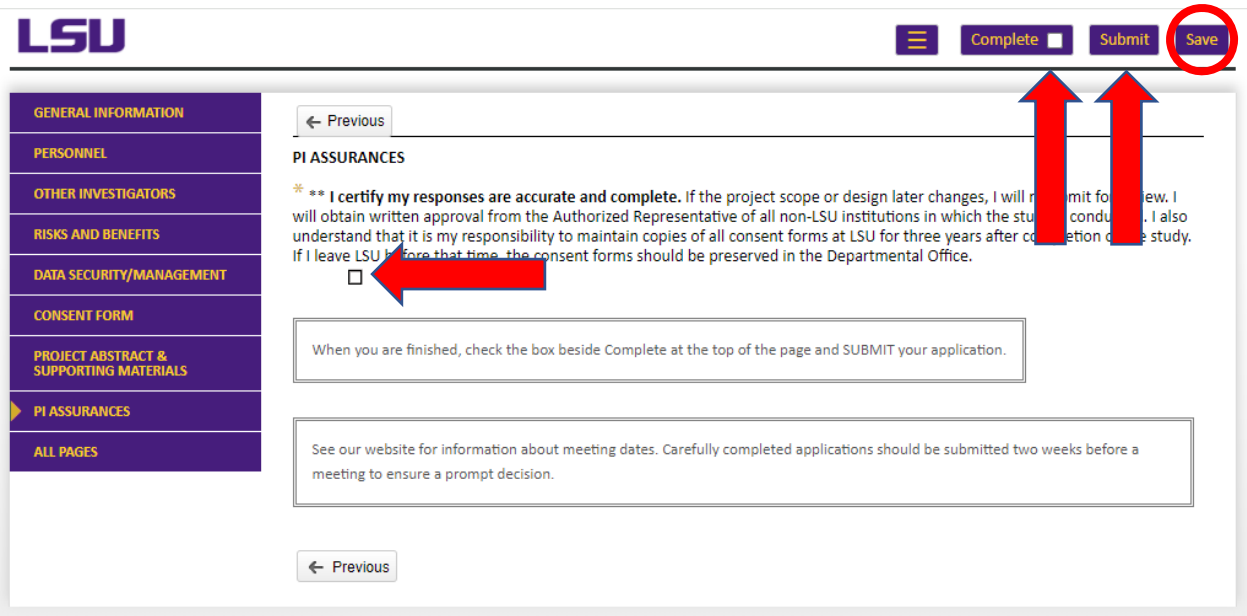
Submitting an IRB Initial Application

Agreements for all investigators. (IRB needs to review anything that participants may encounter during recruitment and engagement with a project.)



PI Assurances

- In order to submit your application to the IRB, you will need to check the box under PI Assurances certifying that all of your responses are accurate.
- Check Complete at the top of the page and click Submit.



Note: It is recommended to save your progress often to make sure your responses aren't lost, in the event of an unexpected computer or program incident.

You will receive an email that your application has been successfully submitted. Allow at least two weeks from the time of submission to the time of approval.

If you do not have GeauxGrants access, you will need to submit a New Campus Profile. Once submitted, IT will notify you when your account is activated. Please keep in mind it may take up to 2 weeks to get access.

Louisiana State University
Institutional Review Board
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lsu.edu/irb