

IRB/HRPP Submission Checklist

- ☐ Before creating an IRBMANAGER application, ensure an HRPP or IRB review is required for your project.
 - Watch [ORCO's Does My Project Require HRPP or IRB Review? video](#) and/or review [CUNY's guidance policy](#) to determine whether an IRB application must be submitted.
- ☐ New users must submit a request to have their profiles manually added to the IRBMANAGER system (CUNY's IRB submission site). [Please see our instructions for new users](#).
- ☐ Log into [IRBMANAGER](#) using your CUNY First credentials. See our IRBManager help library for further instructions.
- ☐ Create IRBManager Application and verify that *all* application questions have been answered.
- ☐ Add all Co-PIs, Faculty Advisors and Research Personnel to the IRBManager submission.
- ☐ Were all recruitment materials, consent documents, and data collection materials (i.e., survey and/or interview questions) attached within the application? Recruitment and consent materials should state this is a "research study".
- ☐ Describe your consent process within your application.
- ☐ If your study has specific eligibility criteria, will you use a screening process? If so, has it been clearly outlined in your application?
- ☐ Did you (and all other Research Personnel) complete [CUNY's CITI Human Subjects Research](#) (Social & Behavioral) Training? [Check](#) that everyone's certificates are not expired (i.e., older than three years) and attach them all to your application.
- ☐ **For Student Researchers:** Has your [Faculty Advisor](#) reviewed and approved the application? Has the Advisor's CUNY HSR CITI certificate been attached?
- ☐ **For Multi-Site/Collaborative Research:** Have collaborating sites been added as *External Sites*? Have relevant determination letters and/or [letters of support](#) been attached?
- ☐ **For Funded Research:** Has the funding question in the *Overview* page been answered? Has the information in the *Funding* tab been answered completely? Has the funding proposal been attached to the protocol (in the *Summary* tab)?
- ☐ **For International Research:** Has the PI reviewed the CUNY International Research policy and included the requested information in the IRB application? If conducting research in Europe, does the study comply with the CUNY GDPR Compliance policy?

Additional IRB Submission Guidance:

- Review CUNY's Policies & Procedures page, specifically the Criteria for IRB Approval document.
- Visit [ORCO's Human Research website](#) to view IRBMANAGER help videos, review Human Subjects Training Library and other resources.



- HRPP-related or IRBMANAGER troubleshooting questions can be sent to [ORCO Staff](#).