Recommendations on Avoiding Common Mistakes when Submitting to the IRB

• Submit to the IRB well in advance of any project deadlines.
• Follow the informed consent form templates on the website.
• Complete all relevant questions on the petitions rather than stating “see protocol”.
• Ensure that Investigators and Key Personnel have completed CITI training.
• Have a SOP or plan in place for protocol training for all research personnel.
• Ensure that Investigators and Key Personnel have a Significant Financial Interest Disclosure on file with Research and Sponsored Programs.
• If your project is sponsored, ensure that the sponsor has approved your consent document prior to IRB submission.
• Remuneration for participation must be pro-rated. Reimbursement for travel is considered “payment”. Payment is NOT a benefit.
• Be careful to distinguish between standard procedures/activities versus research-only procedures/activities.
• Don’t over-emphasize benefits and de-emphasize risks.
• “Anonymity” refers to that fact that subjects cannot be identified; “Confidentiality” refers to the extent the data are protected.
• Student investigators MUST have a faculty advisor overseeing the project.
• Use office or campus contact information and not personal contact information on your documents.
• If you are using copyrighted material, provide documentation of permission to use and distribute.
• Be realistic about the number of subjects you need to enroll and the timeline for completion of the project.
• A witness is required when subjects are unable to read the informed consent; the witness must be completely unrelated to the research.
• Protected categories of subjects include minors, prisoners, pregnant women and cognitively impaired individuals. Be cognizant that other persons may be considered part of a “vulnerable” population.
• Be consistent in grammar and run spell-check on all documents.
• If using a location for your project other than WSU or its affiliated sites, include approval from that facility.

MOST IMPORTANT: Please contact the IRB office when you have questions. We are here to help you!