

**Research with Human Subjects**

**Submission Cover Sheet**

**(attach appropriate forms to this cover sheet)**

Proposals may be submitted at any time, however proposals that require full IRB review must be submitted at least one week before a scheduled IRB meeting. Prior to the submission of the proposal the principal investigator must complete the CITI Human Subjects Research course and provide a copy of the certificate to the IRB administrator when the proposal is submitted. The training is found [here](https://www.citiprogram.org/index.cfm?pageID=14).

If the research is exempt from IRB review, the researcher must submit an IRB notification form to the IRB committee before beginning research. If the research requires IRB review the forms should be submitted prior to the initiation of research, as the IRB will not approve proposals after the fact. Proposals should be submitted to the IRB administrator.

1. Project Title:

2. Principle Investigator:

3. e-mail:

4. Qualifications to do the research:

5. Date CITI Human Subjects Research course completed:

(Must be completed and documentation sent to IRB administrator prior to submitting application to IRB)

6. Student Investigator(s), and/or co-investigators. (copy this section as needed)

Name:

Role in Study:

Date CITI Human Subjects Research course completed:

(Must be completed prior to project participation)

7. Type of documentation attached

[ ] IRB Notification for Exempt research

[ ] IRB Expedited review

[ ] IRB Full review

[ ] Changes to a previously approved IRB proposal

[ ] Request for continuing approval to a previously approved IRB proposal

[ ] Reporting unanticipated problems to a previously approved IRB proposal

Submit one copy of the application form and all other appropriate materials to the IRB administrator at [kristen.welker@mountmarty.edu](mailto:kristen.welker@mountmarty.edu). It may also be mailed to: IRB/Kristy Welker, Mount Marty University, 1105 West 8th Street, Yankton, SD 57078.