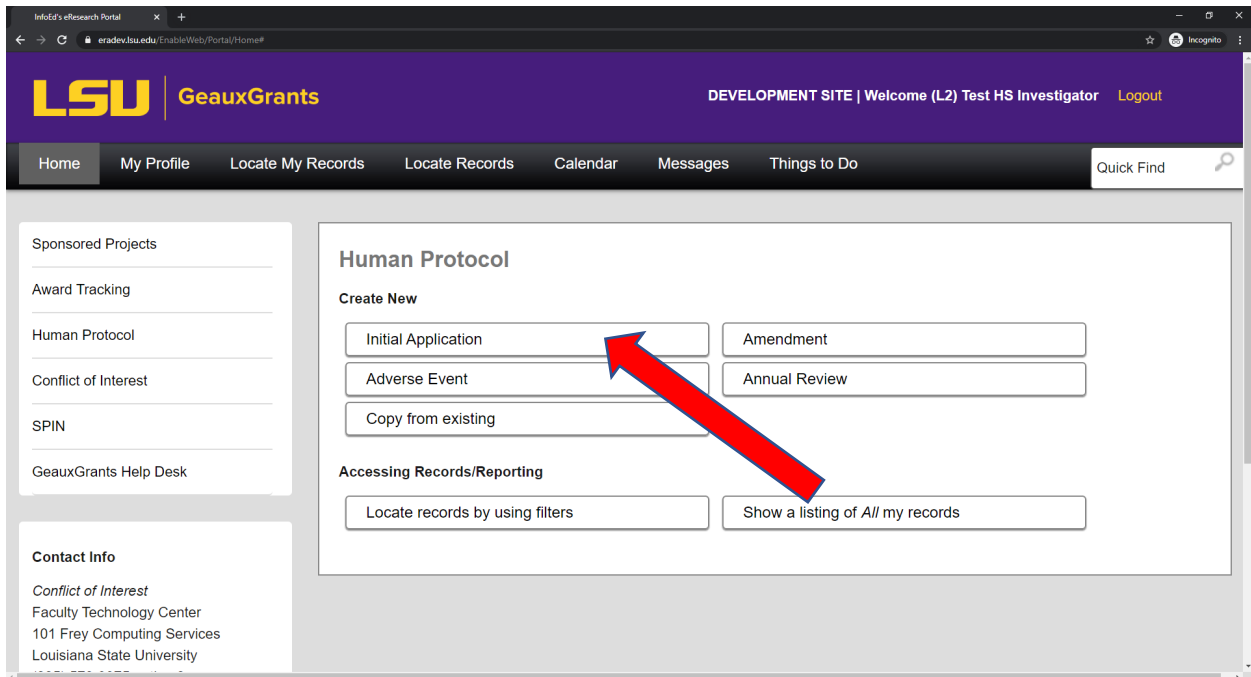


IRB Application Instructions

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

- When 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, and answer the first question.

GENERAL INFORMATION

PERSONNEL

OTHER INVESTIGATORS

PI ASSURANCES

ALL PAGES

GENERAL INFORMATION

* IRB #: IRBAM-21-0505 * Submission #: IRBAM-21-050501

* Expiration/Determination Date To:

* Title (Please update your title to continue your application):

New Protocol Created for Test (L3) Mike the Tiger on 24-Jun-2021 10:34 AM

* 1. Does the project involve a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge? Yes No

- Depending on your answer, additional questions will appear

* 1. Does the project involve a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge?

* 2a. Does the project involve human subjects – defined as a living individual(s) about whom an investigator conducting research obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens?

* 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

OR

- A note will appear stating to only complete the Personnel section, Other Investigators section, and upload an abstract describing your project.

NOTE:

Your project may not be considered “generalizable 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 you are to complete the entire IRB application, select Exempt or Full Board/Expedited. A note will prompt you in which application to complete.

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.

- Once the application is selected, additional questions will appear for you to answer.
- If a proposal is associated with the study, and 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	
					+



I request developmental approval for this application.

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

Add Proposal

Close

Select by
Number

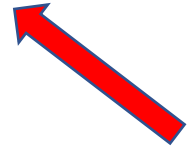
Go



Apply Filters

Go

Clear All



Browse By

Sponsor/Scheme Set

Sponsor Type

Primary Center/Program Set



Principal Investigator Set

Investigator Set

Primary Assoc. Dept. Set

PI Department Set

Proposal Status

Select All

Created (in PT)

Pending

Deleted

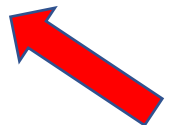
- The records found will show at the bottom of the page. Click the box next to the proposal associated with this application and click Select.

1 Records Found. Displaying pages 1 through 1 of 1

1

Number	Title	Sponsor/Scheme	PI	
AM211191	Test	National Science Foundation (NSF)	Tiger, (L3) Mike the Test	<input type="checkbox"/>

Select



- The proposal will now be linked and display on the application. If you are requesting developmental approval, check the box that appears once the proposal number is selected. Finish completing the questions and click Next.

* Are you the PI or listed on the proposal?

Yes No

* Select Proposal below using the + button:

Proposal Number	PI	Sponsor	Title	Status	
AM211191	Tiger, (L3) Mike the	National Science Foundation (NSF)	Test	Pending	

I request developmental approval for this application.



- On the Personnel page, click the + sign next to Personnel – Review to add co-investigators employed at LSU. All undergraduate students and graduate students not on an assistantship will need to be added on the Other Investigator page.

GENERAL INFORMATION

PERSONNEL

OTHER INVESTIGATORS

DATA SECURITY/MANAGEMENT

PROJECT ABSTRACT & SUPPORTING MATERIALS

CONSENT FORM

PI ASSURANCES

ALL PAGES

← Previous
Next →

PERSONNEL

▼ Personnel - Review

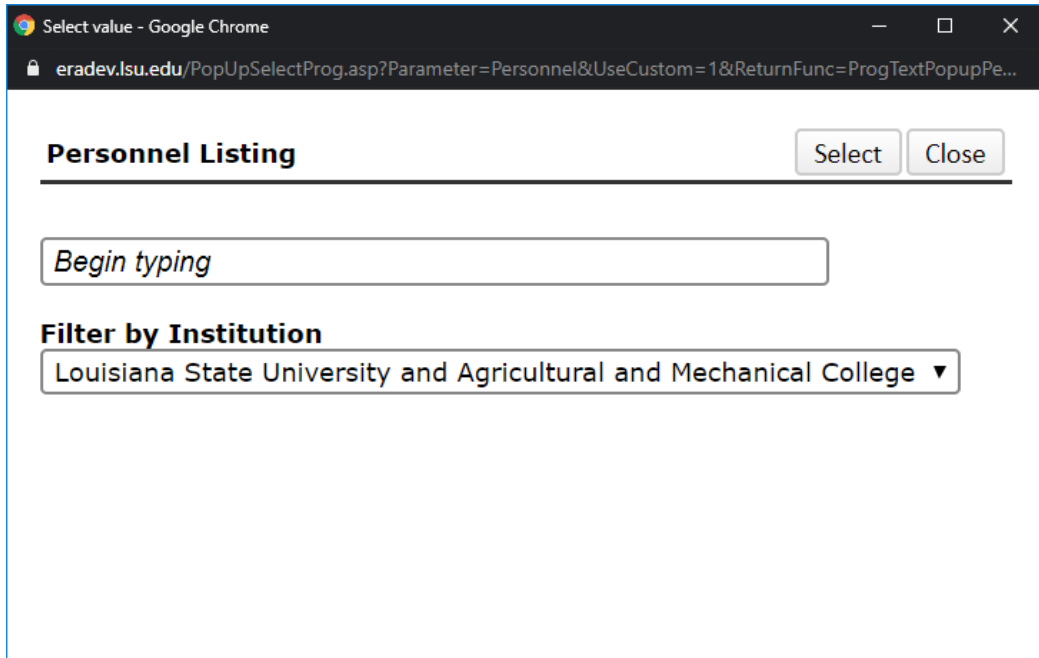
[Delete Personnel - Review](#)

Name Tiger, (L3) Mike the
 Email itsbatesting@lsu.edu
 Phone
 Department LSUAM | Col of SCI | Chemistry
 Title Professor

Primary Investigator	Start Date	End Date	Role
----------------------	------------	----------	------




- 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 click the person's name to add him/her. When ready to add the co-investigator, click Select.

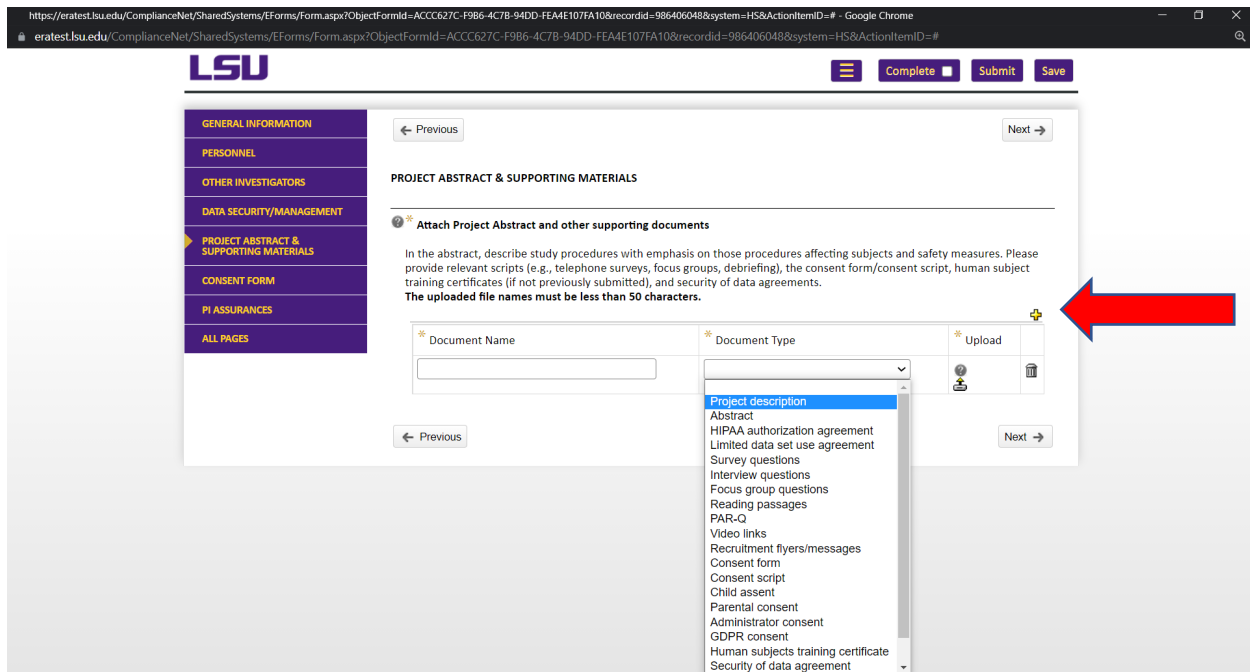


- Select the role for the PI and co-investigator. The end date will be left blank for the PI. You can add an end date for the co-investigator or leave it blank.
- The certifications box will prepopulate if your human subject training certificate can be linked from the CITI Program. If not, your certificate will need to be added under the project abstract and supporting materials tab. Click Next to go to the following page to add co-investigators not employed at LSU.

- The Other Investigator page is where you will add LSU undergraduate and graduate students you cannot add on the previous page. Co-investigators at other institutions are to be added here too. To add more than one co-investigator, click the + sign again and additional rows will appear. Click Next to go to the following page.

The screenshot shows the 'OTHER INVESTIGATORS' section of the LSU IRB application form. The sidebar on the left contains the following menu items: GENERAL INFORMATION, PERSONNEL, OTHER INVESTIGATORS (highlighted), DATA SECURITY/MANAGEMENT, RISK DETERMINATION & HIPAA/EU AGREEMENT, PROJECT ABSTRACT & SUPPORTING MATERIALS, CONSENT FORM, PI ASSURANCES, and ALL PAGES. The main content area is titled 'OTHER INVESTIGATORS' and contains a section for 'List All Non LSU Personnel'. This section features a table with the following columns: Name, Institution, Title, Email, and Phone Number. A red arrow points to a plus sign icon in the top right corner of the table, which is used to add additional rows for co-investigators.

- Answer all questions under Data Security/Management section and click Next.
- Under Project Abstract & Supporting Materials, click the + sign to the expand the section. You will need to click the + sign again to add additional rows to upload all study documents. Make sure to upload your project description, instruments, consent form/script, human subject training certificates, security of data agreements, and any other materials for our review. By clicking the  button under Upload, it allows you to add your files. The uploaded file names must be less than 50 characters. Once complete, click Next.



- Under the Consent Form section, describe the process through which informed consent will be obtained. If you would like to waive signed consent, check one of the boxes as to why. Click Next.

* Describe the process through which informed consent will be obtained. (Informed consent usually requires an oral explanation, discussion, and opportunity for questions before seeking consent form signature.)

* Are you requesting waiver of signed Informed Consent?
 Yes No

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

- GENERAL INFORMATION
- PERSONNEL
- OTHER INVESTIGATORS
- DATA SECURITY/MANAGEMENT
- PROJECT ABSTRACT & SUPPORTING MATERIALS
- CONSENT FORM
- PI ASSURANCES
- ALL PAGES

← Previous

PI ASSURANCES

* ** I certify my responses are accurate and complete. If the project scope or design later changes, I will re-submit for review. I will obtain written approval from the Authorized Representative of all non-LSU institutions in which the study is conducted. I also understand that it is my responsibility to maintain copies of all consent forms at LSU for three years after completion of the study. If I leave LSU before that time, the consent forms should be preserved in the Departmental Office.

When you are finished, check the box beside Complete at the top of the page and SUBMIT your application.

← Previous