

- **The Mentor and Student:**
 - Complete NIH Certification, which may be obtained at <https://phrp.nihtraining.com/users/login.php>.
 - With the mentor as facilitator, the student completes the IRB application, including the necessary attachments. For application materials go to: <http://www.lonestar.edu/irb-training.htm>
 - NOTE:
 - **Always** check the [LSC IRB website](#) for the *newest* version of the IRB Application and NOI form. *Submission of older versions of the IRB application and/or NOI could result in your IRB application being significantly delayed or rejected.*
 - **Do not** submit the application directly to the LSC IRB administrator.
 - See also sample IRB applications for common verbiage to expedite the process.
 - The mentor performs a quality check to ensure the application has all attachments and questions are answered fully.
 - **If complete, the mentor sends the application with attachments to the campus honors director.** If not, student must make any necessary revisions.
- **The Honors Director:**
 - Performs quality check to see if the IRB application has all the attachments and has fully answered all the questions.
 - Submits the Notice of Intent to complete research on campus, or NOI, to the campus president to be signed
 - Submits the **completed IRB** application to the Honors College System Office
- **The Honors College System Office**
 - Tracks Honors IRB applications
 - Forwards completed IRB applications to the LSC IRB administrator and the LSC IRB Chair.
- **The LSC IRB Committee:**
 - Once final approval is achieved, **the IRB Administrator** will notify The Honors College System Office, who will then notify the student, mentor, and the honors director.

Note: Batching of IRB applications will begin the **sixth (6th) week** of the academic long semester (Fall and Spring).

	Thursday (by 12:00p.m.)
Sixth (6 th) week	Completed IRB applications (sent by the Honors Director to the Honors College System Office) will be sent to the LSC IRB Committee
Seventh (7 th) week	
Eighth (8 th) week	
Ninth (9 th) week	
Tenth (10 th) week	

Tips for Students and Mentors

Typical turn-around time for IRB approval is two weeks **from the date of submission to the LSC IRB Committee**. To expedite the process, please review the application with the following tips in mind:

1. Please use **complete sentences** to answer the application questions. Review “Sample IRB Applications. “ Most answers for surveys and interviews use standard verbiage, and **students are encouraged to use them as models**.
2. Add specificity. While the level of needed specificity will vary for honors IRB applications, all answers should offer enough detail to avoid requests for more information. Again, the sample IRB applications should be used as a guide. You’ll notice that Example 1 is less specific than the second—but offers enough detail to warrant an exempt-from-full-review status.
3. As you make additions, please keep in mind other common reasons applications may be returned:
 - a. Not fully answering all parts of the question in each category
 - b. Numerous grammar errors or typos
4. **Include as one document in the following order:**
 - a. NOI (make sure the PI has signed the NOI before sending for Campus President signature)
 - b. IRB application
 - c. Copy of Informed Consent, Survey, and/or Interview Questions
 - d. IRB Certification for student (s) **and** Professor (s)