Top "4" Reasons IRB Applications are Sent Back Initially

Application Document is Incomplete

1. Dates are missing for Application date or Project dates
2. PI name is missing
3. CITI Certifications are not within the one Word document
4. Signatures are missing for Investigators or Advising Faculty

Top "5" Reasons IRB Applications require Technical Revisions (TRs)

1. Application does not have supporting documentation (i.e., letters from agencies, email scripts, and surveys, etc.)
2. Inclusion and Exclusion criteria are not specific
3. Names of people with access and physical location of where consents will be kept is missing or inadequate (Confidentiality Section)
4. Consents do not contain all information needed
5. Project date is too soon or for greater than 1 year

IRB Application Processing FAQs

Must my application be one document and how do I attach the CITI Program certificate to my IRB Application?

Yes, you must submit the application as one Word document. All attachments must be converted to Word and added at the end of the application. If you have documents that are native PDF's (often scanned documents, and CITI certificates), please utilize the "take a snapshot" option in Adobe PDF (found under Edit). This will allow you to drag over an area of the document in order to copy it. Once copied, the information can then be pasted at the end of the IRB application form

How long will it take to complete a CITI Program course?

This varies by person and how familiar they are with the details of research involving human subjects. The CITI Program training modules require you to read material and then answer quiz questions at the end. The average person will spend about 4 ½ hours to complete the Basic course with about 5 logins. The average person who is completing the CITI Program "Refresher Course" along takes about 2 hours to completion. Most people do not complete all the courses in one sitting but rather spread it over several days.

Does the CITI Program cost students and faculty a fee?

No, the CITI Program is provided free of charge to students, faculty and staff of West Chester University.

How do I know if I passed a course of not?

If you have completed all of the modules but your course status states "Not Passed" you most likely have not met the grade requirement set by your institution. Each institution decides on what constitutes a passing score for their learners. This can range anywhere from 0% to 100%. You can re-enter each module and re-take each quiz to achieve a passing score as necessary.

Do I need to complete the CITI Program Training before I submit by IRB Application?

Yes, your certificate must be included in the IRB application for each PI or Co-PI and any student involved in the research process.

Where to find website?

Go to West Chester University's research Website: http://www.wcupa.edu/research/researchCompliance.aspx under Responsible Conduct of Research Training for WCU Researchers (faculty, students and staff) are the instructions to sign up and the link to the CITI Program website.