What’s on www.montclair.edu/irb

◊ IRB FAQs
◊ Sample Application Templates
◊ Cayuse FAQs
◊ Link to CITI training
◊ Links to Cayuse IRB website and account request

...We also offer workshops every Fall/Spring semester

IRB 2.0
Cayuse IRB Workshop
Special IRB Topics

The IRB’s primary mission is to protect human participants while supporting faculty, students and staff in ethically compliant research.

Submit early... and get help!

Figuring out the IRB

Student Research and IRB approval

"Research is formalized curiosity. It is poking and prying with a purpose."

- Zora Neale Hurston

IRB FAQs
Sample Application Templates
Cayuse FAQs
Link to CITI training
Links to Cayuse IRB website and account request

...We also offer workshops every Fall/Spring semester

IRB 2.0
Cayuse IRB Workshop
Special IRB Topics

Amy Krenzer, Senior IRB Coordinator
reviewboard@mail.montclair.edu
973-655-7583

Hila Berger, Director of Research Compliance
bergerh@mail.montclair.edu
973-655-7781

Dr. Dana Levitt, IRB Chair
levittd@mail.montclair.edu
973-655-2097

IRB Office:
School of Nursing Bldg, Room 333
1 Normal Ave, Montclair, NJ

SUBMIT EARLY... and GET HELP!

www.montclair.edu/irb

www.montclair.edu/irb

MONTCLAIR STATE UNIVERSITY

“Research is formalized curiosity. It is poking and prying with a purpose.”

- Zora Neale Hurston
IRB HACKS!

1. **Complete CITI training:**
   www.montclair.edu/provost/institutional-review-board/trainings-certificates/

2. **Request CAYUSE IRB account:**
   www.montclair.edu/provost/institutional-review-board/cayuse/

3. **Check readability level on your Consent documents:**
   www.montclair.edu/media/montclairedu/provost/irb/improving-consent-readability-v2.pdf
   **Remember for General Public:** 6th to 8th grade level

4. **Don’t reinvent the wheel — use IRB provided templates for your research documents:**
   www.montclair.edu/provost/institutional-review-board/forms/irbtemplates/

5. **Request a pre-review meeting.**
   When all your draft documents are ready, meet with IRB Staff to make sure you’re on the right track. Email: reviewboard@montclair.edu

---

### THE IRB SUBMISSION PROCESS

Allow 3 to 6 weeks minimum

- Student researcher requests Cayuse IRB account
- Student completes application as the Primary Contact. Sends to faculty PI for certification.
- Faculty PI certifies submission & it is transferred to IRB staff
- IRB office processing
- Student makes changes based on review comments
- Review performed by Full Board or designated reviewer
- Is the submission complete?

Researchers submit changes and review performed until all issues have been resolved

Final Review by IRB Chair

Final approval and receipt of approval letter via email