TEN COMMON IRB APPLICATION MISTAKES

1. Investigators (students and postdocs) have not completed required CITI training courses/modules

   *Note that if you have taken a CITI course elsewhere, you must affiliate yourself with Brandeis University and complete any additional modules required for the requisite Brandeis course.*

2. The application is difficult to follow

   *Keep in mind that the IRB is not familiar with your project – the application is the only information the committee has to go on when completing its review. Ensure, as well, that it is in layman’s terms.*

3. There are discrepancies throughout the application with things like the time it will take to complete a survey or the amount of money subjects will be compensated for their time

4. The informed consent form/information sheet contains grammatical errors and misspellings

   *Have someone proofread your application prior to submitting it to the HRPP office.*

5. The data management plan is not thought through in sufficient detail

   *See the Guide to Data Management and Protection for guidance.*

6. There is confusion between the concepts of anonymity and confidentiality

   *See the HRPP Anonymous vs Confidential webpage for guidance.*

7. Questions on the application are not answered adequately

   *Take your time to read the questions fully and answer them thoroughly.*

8. Not all required elements of informed consent are included in the informed consent form/information sheet (necessary unless a waiver or permission for an alteration is requested)

   *See the Elements of Informed Consent sheet for guidance. Note that the elements have changed with the revised regulations.*

9. The informed consent form/information sheet is not in an acceptable format

   *See the Informed Consent Template for guidance.*

10. If project is student-initiated, PI is not included in those who will have access to data