

Initial Steps to submitting an IRB Research Application

[Human Subjects - Institutional Review Board \(IRB\) - University of the Pacific](#)

STEP:	DURATION:
1. Register and Complete the CITI training modules: Social and Behavioral Research Basic OR the Biomedical Research Basic. www.citiprogram.org Keep Certificate of completion on file in case if asked during submission.	1-4 days
2. Submit a request for access to the Cayuse IRB software program. https://cwrasdadsa.wufoo.com/forms/zto3f5m0l4uutd/	1-2 days
3. Review the Cayuse Research Suite Tutorial	15 min.
4. Login to Cayuse to Begin the IRB Proposal Application. https://pacific.cayuse424.com/	1-5 days
5. View Human Subjects - Institutional Review Board (IRB) - University of the Pacific for FAQ's and more detailed information regarding Human Subjects research and consent.	15 min.
6. Before Submitting: the protocol must be CERTIFIED by the supervising Faculty.	1-2 days
7. Depending on the scope of the research subjects and procedures, IRB will IRB Review the submission in order of receipt.	Allow 3-4 weeks for complete IRB Review
8. Check frequently for requests for clarification or documents from the reviewers. Make clear, informed responses and submit again if requested.	