

**1. Who should I contact if I have questions about the IRB process?**

Each school and the Library have representatives that are members of the Institutional Review Board that can provide guidance in the IRB process. A list of IRB Committee Members can be found at [Committee Members 2021 | Robert Morris University \(rmu.edu\)](#). Staff are requested to contact the Grants and Institutional Review Board Administration at [irb@rmu.edu](mailto:irb@rmu.edu) for guidance.

**2. Who is eligible to submit an IRB application?**

Any full-time faculty member, administrator, staff or student may submit an IRB application for their research project.

**3. How do I access the IRB application and related instructions?**

The application and all information related to the IRB can be found at [irb.rmu.edu](http://irb.rmu.edu).

**4. What training is required to submit an IRB application?**

All researchers must complete the required RMU training through the Collaborative Institutional Training Initiative (CITI) Program found at [citiprogram.org](http://citiprogram.org). The required modules are categorized by school and must be completed prior to submitting an IRB application. A completion certificate will need to be uploaded to the IRB application as proof of required training.

**5. What is the consent form and what needs to be included?**

The consent form is required in any research involving human subjects to insure that participants have a clear understanding of the study and the voluntary nature of the study. Refer to the [Informed Consent Guidelines](#) for details on this document. Consent forms must include contact information for the researcher as well as the RMU IRB.

**6. How long does it take for my application to be reviewed?**

During the academic semester, an application may take 3 weeks for review(s). The summer semester may take 4-5 weeks.

Please refer to [irb.rmu.edu](http://irb.rmu.edu) for additional guidance on the IRB application process.