

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. Committee Members are listed on the reverse side of this document. Staff are requested to contact Marian Vendemia, Grants and Institutional Review Board Specialist, at 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.

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. 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.

Please refer to irb.rmu.edu for additional guidance on the IRB application process.