

## MOLLOY IRB APPLICATION SUBMISSION PROCESS

The Molloy University Institutional Review Board (IRB) reviews all research involving human subjects that is conducted by or under the direction of Molloy faculty and other employees as well as by both undergraduate and graduate students. It also reviews all research that utilizes Molloy property, personnel, students or facilities, or the institution's non-public or website information to identify or contact human research subjects, even if it has received IRB approval from another institution. The IRB strives for thorough, yet still timely, review of faculty and student IRB submissions. To that end, below is a list of key points to remember when preparing a submission for the IRB:

- 1- The way to submit IRB proposals is to upload completed submission package to IRBNet. Training videos, and associated files, on how to register for an IRBNet account and how to submit an IRB proposal to IRBNet are available on the Molloy University IRB webpage at:<https://www.molloy.edu/about-molloy-university/offices-and-services/office-of-academic-affairs/institutional-review-board/files-and-forms-and-educational-presentations-that-accompany-forms>  
No application will be reviewed without CITI training completion as applicable.
- 2- No Application will be reviewed unless properly e signed on applications (PI and Dept Chair or Equivalent, Co-investigators and Faculty Advisor if student submission) and on the IRBNet "Package Signatures" for PI and Co Investigators.
- 3- Allow at least **THREE** weeks from the date of submission to IRB response with decision regarding the protocol.
- 4- Please respond promptly (within one week) if there are requested revisions.
- 5- Make certain ALL people associated with a submitted protocol (except undergraduate students completing a Classroom Research Activity) have documented appropriate Human Subjects Research (HSR) training (CITI Program training) in BOTH Responsible Conduct of Research (RCR) and Human Subjects Research (HSR). Please see the files and presentation on CITI Program training on the IRB website.
6. The Molloy University IRB webpage contains information regarding Human Subject Research and types of protocol determination (e.g. exempt, expedited, full review) as well as appropriate applications for type and level (e.g. Action Research) of research activity submitted.
7. If protocol being submitted is for students in an undergraduate class, the faculty member submits the proposal as the Principal Investigator and must have CITI certification. PLEASE clarify if the research involves individual or group work and use the appropriate form that can be found on the website.
8. For Ph.D, DNP, or Ed. D candidates, the student is the Principal Investigator and must submit a full proposal with the faculty mentor included as a co-investigator.

Please let us know if you have any questions  
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