

General Guidelines for Institutional Review Board (IRB) Submission Process

(Please note that our team is dedicated to support you.)

General instructions:

- The application, once received, undergoes initial screening to ensure completion.
- ONLY complete applications fulfilling all the requirements listed below will be sent for review.
- The applicant should respond to the initial screening/ review comments within 14 days.
- The package will be automatically withdrawn if no response is received within 14 days. The application can be resubmitted at any time once all documents and necessary approvals are acquired.
- To submit the **updated/ revised documents** go to the **Designer** page on your account at the IRBnet.org website and then attach the modified documents. Then click on 'Mark Revisions Complete'.

Requirements:

1. Application form:

Note: Please ensure completion of all sections in the application and providing information wherever applicable. If a section is not applicable, please mention that explicitly.

- For English applications: submit QU-IRB smart application form. To access the smart form, go to the Designer page and then click start a wizard button.
- For Arabic Applications: download, fill and submit the Arabic application form. To access it go to the "Forms and Templates" and select QU-IRB as a Library. The form is entitled "QU-IRB Application Form- Arabic Version.docx"

2. Ethical Training:

*Note: **ONLY** attach the relevant training certificates. Training certificates must be submitted for all members of the research team.

- To obtain CITI training certificates, visit www.CITIprogram.org and create an account adding QU as an affiliation to access the required certificates below. The language of instruction for the accepted courses is **English** and are as follows:
 - **For biomedical research:** Biomedical (Biomed) Comprehensive Course
 - **For social and behavioral research:** Social-Behavioral-Educational (SBE) Comprehensive Course.
 - **For research on biomedical data or specimens only:** Biomedical Data or Specimens Only Research Course.
- **For research conducted in Arabic:** The Research Ethics and Integrity Section will provide an ethical training exam conducted in Arabic. Upon passing, a certificate will be issued to the examiner.. Please contact the office to arrange for the exam.
- To link ethical training certificates, refer to "How to submit CITI training certificate.pdf" from the "Forms and Templates".

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3. **QU-IRB Checklist:** submit the checklist using the updated form available in “Forms and Templates”.
4. **Consent Form:** in all languages of use (if applicable). Refer to "Forms and Templates" for the "Informed Consent Form checklist" and “Consent Form Template”. Use both forms to guide you in formulating your consent form.
5. **Data Collection Tool(s)** (e.g. Survey/Questionnaire, Interview/Focus group questions) are to be provided in all languages of use (if applicable).
6. **For Online Survey:** Submit the final format of the survey after using the surveying tool in PDF file and including the consent form in the beginning of the survey.
7. Copy of the granted research proposal (for granted projects)
8. **Non- QU Ethical Approvals** (e.g., HMC/ SIDRA/ PHCC/ QBB IRB approval letter) (if applicable)
9. **Institutional Support Letter(s)** if your research involves human subjects from institutions other than QU, provide support letter from these institutions. Note: if your research involves schools, a support letter from the Ministry of Education is required.
10. **QU-IBC approval (if applicable):** if your research involves the usage of biohazardous material (recombinant materials/infectious agents/human and animal samples/use of animals) at QU-research laboratories, a QU-IBC approval letter is required.
11. The PI (equivalently: supervisor for student projects) should sign the application package electronically through IRBNet website.