

Tips for *Faster* IRB Review and Approval

- **Complete required training.**
Ensure that all study team members have current CITI Human Subjects Research training. For graduate student–led studies, confirm that the faculty advisor has also completed the CITI Faculty Advisor Supplemental training.
- **Identify graduate student leadership when applicable.**
If the Principal Investigator (PI) is a graduate student, select the “Graduate Student” designation on the application and list the faculty advisor as study personnel.
- **Document investigator experience.**
Describe relevant research experience for all study investigators listed on the application, including faculty advisor experience.
- **Respond fully to every application item.**
Each question in the IRB application must be answered completely and address all elements requested in the prompt on the application.
- **Describe data security for online platforms.**
If any part of the study uses online tools or platforms, clearly describe the level of data security and protection in the Risk Management section of the application. Additionally, consult the [SDSU IT Data Security Storage Practices](#) for best practices for data storage.
- **Clearly state risks.**
Describe all potential risks in both the IRB application and the informed consent document, using consistent language across materials.
- **Use “anonymous” and “confidential” correctly.**
Do not use these terms interchangeably:
 - *Anonymous* means that the identity of participants is never known to the research team at any point.
 - *Confidential* means that participant identities are known or can be linked to the data (e.g., through direct identifiers or a code key) but are protected by the research team.
- **Include all Supporting Documents with the submission.**
 - See our [video tutorials](#) for more information.
- **Ensure consistency across documents.**
 - Review the application and all supporting materials to confirm that information is accurate, aligned, and consistent throughout.