





IRB Application Checklist for Novelution

This checklist is intended to guide researchers when submitting an IRB protocol application. It does not need to be included in your submission.

- Are you conducting human subjects research?:** [FAU | Human Subjects \(IRB\)](#). Is the project for generalizable knowledge? Is the project about the human subjects?
- Complete mandatory online CITI training:** [FAU | Human Research Mandatory Training](#). Novelution can pull training records directly from CITI into your account. FAU Research Team members must use consistent FAU email address in CITI to auto-populate your training records. Team members external to FAU must upload their current CITI Social Behavioral Research Investigator or Biomedical Research Investigator course completion certificate.
- Review Novelution Page!:** [FAU | Novelution](#). Tutorial videos, step by step guides, and questions on how to use Novelution can be found here.
- Submit electronic IRB application:** [FAU | Novelution](#)
- IRB Forms:** [FAU | IRB Forms & Templates](#). This is where you can find FAU consent templates and other IRB submission forms.
- Review additional Study Tools:** [FAU | Toolkit for Researchers](#). Letters of cooperation, FAU branded recruitment flyers, and other tools can be located here.
- Protocol Documents:** Upload all data collection tools such as surveys, interview protocols, validated instruments, or other project materials.
- Save and Submit!** A critical step in ensuring your protocol is routed to the IRB for review. IRB staff will evaluate your submission for completeness. Once the application is complete allow 4-6 weeks for the IRB review process.

Novelution Requirements

 Ready	Means the action is ready but has not been completed.
✓ Completed	Means the requirement has been completed and is ready for the next step.
 Not Ready	Means other requirements must be met.

Submit Protocol: Ensure this has been completed before contacting the IRB concerning your submission for any pending issues.

PI Certification: The Principal Investigator must sign. Novelution will automatically route for signature after submission.

Pre-Submission Requirements: Includes approval by the Department Chair (automatically routed after PI Certification), missing CITI verification. The protocol will *not* be routed to the IRB until all Pre-Submission Requirements have been met. It is advisable to check the requirements before contacting the IRB concerning your submission for any pending issues.