

IRB Application Submission Deadlines and Meeting Dates

2023 Fall Semester

Deadline to Submit Application to irb@vsu.edu	IRB Meeting Date	IRB Meeting Time	Meeting Location
Thursday September 14	Tuesday September 26	3:00	Via Zoom
Thursday October 14	Tuesday October 24	3:00	Via Zoom
Thursday November 16	Tuesday November 28	3:00	Via Zoom
Thursday December 7	Tuesday December 12	3:00	Via Zoom

NOTES:

- Respond to all items on the application. Failure to do so may result in a delay.
- Written IRB approval is required *before* data collection may begin.
- Research may continue beyond one-year *only* with written IRB approval of an application to extend the research period.
- Complete Human Subjects Research Training, specifically, the CITI *Social and Behavioral Responsible Conduct of Research (RCR) Basic* - register at:

<https://www.citiprogram.org/>

Note: For instructions, see the PDF document called: *IRB Responsible Conduct of Research-How to Complete CITI Training*.

- Include all research instruments to be administered to or accessed by research participants, such as:
 - Surveys, assessments, interview questions, focus group questions, etc.
 - Qualtrics, Survey Monkey, QR Code, and other electronic links to be accessed by research participants.

- Include all marketing material to be used to recruit research participants such as:
 - Copies of letters, emails, and other correspondence to potential research participants and to those from whom permission to conduct your research is sought, such as school district administrators.
 - Flyers and other recruitment material.

IRB Application Submission Deadlines and Meeting Dates

2024 Spring Semester

Deadline to Submit Application to irb@vsu.edu	IRB Meeting Date	IRB Meeting Time	Meeting Location
Thursday January 18	Tuesday January 23	3:00	Via Zoom
Thursday February 8	Tuesday February 27	3:00	Via Zoom
Thursday March 14	Tuesday March 26	3:00	Via Zoom
Thursday April 11	Tuesday April 30	3:00	Via Zoom

NOTES:

- Respond to all items on the application. Failure to do so may result in a delay.
- Written IRB approval is required *before* data collection may begin.
- Research may continue beyond one-year *only* with written IRB approval of an application to extend the research period.
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