**Instructions for Submission of IRB Projects**

**Sage IRB Website Address:** <https://www.sage.edu/academics/research/the-institutional-review-board/>

In order to submit an application for review to the Sage IRB, please follow these steps:

1. Email the Sage IRB Chair at sageirb@sage.edu and request a new project number. To do this, please provide the chair with the following information.
	1. PPI (Primary Principal Investigator) Name, Email Address, Phone Number, Department, Campus Address

*\*\*If you are a student-researcher, remember that a faculty member is considered the Primary Principal Investigator for your project, even though you are conducting the research.*

1. There are two applications. Please read below to determine which application to submit. If, after reviewing all the relevant materials on the Sage IRB website, you are unsure which application is appropriate to your project, please send an email to the IRB chair at sageirb@sage.edu for consultation.
	1. Limited Review IRB application- If your project is considered “no risk”, you should fill out the Limited Review IRB application which can be found on our website. Definitions of No Risk research projects can be found in the IRB policy manual and on the Limited Review IRB application.
	2. Full Review IRB application- If your project is considered “minimal risk” or “risk”, then you must fill out the full review IRB application. Minimal risk projects will undergo the expedited review process. Risk projects will undergo the full board review process.
2. Fill out the appropriate IRB Application**. Please read all instructions** priorto filling out the application. Remove all instructions prior to submitting the application. The application, signature page and all related appendices (Human Subjects Research Training certificates, agency support letters, recruitment materials, data collection materials, informed consent, etc.) should be consolidated into one document prior to submission. Please label your file with the IRB project number (For example IRB XXX-2022-2023). IRB does not require the original hard copy of signatures to IRB. We accept scanned or electronic signatures. This does not include Typed Names without a signature. Please contact sageirb@sage.edu if there are any questions or concerns.
3. Email the completed IRB application to sageirb@sage.edu. Please put the IRB project number in the subject line: SUBMISSION IRB # XXX-2022-2023. If you do not get acknowledgment that your project has been received by the IRB within three working days (excluding weekends), you may contact the IRB by email: sageirb@sage.edu to ask about any concerns. This notification is done by the IRB Chair.

All communications about your project should be done through sageirb@sage.edu.

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