

Please read the following before submitting your application.

Top reasons that IRB applications are returned for revisions:

1. Not using the most current version of the forms and templates by downloading them directly from the IRB website.
2. The instructions on the forms were not followed.
3. All items on the checklist/application were not completed.
4. The completion date(s) for the human subjects protection course for each team member, including the faculty supervisor, is missing or outdated, in which case the course needs to be re-taken. Certificates are valid for 3 years.
5. The current Informed Consent Form template was not followed, and required elements were not included.
6. Student did not obtain the signature of (or initiate email from) his/her faculty supervisor.
7. Required attachments were not provided, such as the informed consent form, any survey instruments, questionnaires, interview questions, advertisement materials (flyers), online Statement of Confidentiality form, Foreign Site Study Appendix, etc.
8. A letter of permission from external sites was not obtained or included (especially from school or government officials).
9. Contradictory or inconsistent information within the checklist and/or consent form (or between them).
10. Poor English grammar and spelling, especially in the consent form.
11. Not writing the consent form in the 2nd voice (except very last paragraph).
12. Incomplete grant or funding information.
13. Not signing the last page of the application or typing in name and date (and that of the student's faculty supervisor).
14. Having questions, but not contacting the IRB office to get them resolved before submitting the application.

Need assistance? Please contact the IRB office at 243-6672 or email IRB@umontana.edu.