Plan your research project under the supervision of your faculty advisor. Preview the forms and instructions on the IRRB’s website:

https://my.morningside.edu/campus_offices/student_research/institutional_research_review_board_irrb/

Is your proposed study exempt from IRRB review? Use our “IRRB Status Determination” form to find out.

Steps for submitting a research proposal:

- Read the “READ ME--IRRB instructions” document on our website (link is above).
- Register yourself on IRBNet by going here: https://www.irbnet.org/release/public/register.jsp
- Once you are registered, make sure the rest of your research team is registered as well, including your faculty sponsor. Start a new project on IRBNet and share it with all involved parties.
- Complete the IRRB Submission Form which is posted to our website and IRBNet. Upload it and all supporting materials (see our supporting documents checklist if you don’t know what else to include) as a single “package”, then ask your Faculty Advisor to review it and indicate their approval by “signing” the package on IRBNet.
- Once your advisor has signed the package, submit it via IRBNet.

Submit to the IRRB via IRBNet, at least 2 weeks prior to your desired start date.

When your package has been submitted, the IRRB will begin reviewing your submission. Expect this to take about 2 weeks. You will be notified via IRBNet-generated notice emails whether your study was approved, disapproved, or requires revision.

Was your study approved?

- NO
  - Revise your research plan/materials as described in the comments you received from the IRRB. Submit a document detailing the revisions, and any revised materials, as a package within your existing project on IRBNet.
  - You will be notified via IRBNet-generated notice emails whether your revised study proposal was approved.

- YES
  - Proceed with your research, under your faculty advisor’s guidance.