



SUBMITTING AN IRB PROTOCOL

QUICK FACTS TO REMEMBER THAT WILL SAVE YOU TIME AND SANITY

General Items:

1. Before you begin the submission process, call Autumn Lindsay to receive the quick training on the KC system (293-5967);
2. The KC system can be found at: kc.wvu.edu
3. Reference guides and helpful videos can be found at: www.kuali.wvu.edu

KC System:

1. Your master id and password works for this system
2. Go to: "Protocols" and "Create a Protocol" (middle of page)
3. Search for your unit # if you do not already know it.
4. When in doubt, use the magnifying glass in each section to learn more
5. Each key personnel must take the CITI ethics training before being added to the protocol: www.citiprogram.org
6. The following forms are not in the KC system and can be found at: http://oric.research.wvu.edu/human-research-protections-program-and-the-irb/irb_forms_samples
 - a. Consent form
 - b. Assent form
 - c. HIPAA form and waiver and many more

These will need to be attached to your protocol under the "Attachment" tab

Process (to avoid delays):

1. Send an email to your unit protocol reviewer to let him/her know you have submitted the protocol for their approval.
2. If returned with modifications, ask for the reviewer's name and contact information to speak to him/her directly.
3. The WVCTSI provides assistance with IRB protocols. Please contact [add here](#)