

## Murray State University IRB Application Process

1. Determine if your project is considered research involving human subjects using the [Human Subjects Research flowchart](#). If it's not HSR, submit the [IRB Oversight Determination form](#) to receive a formal determination letter from the IRB Coordinator. If it is HSR, proceed to step two.
2. Have all research project team members complete the CITI Training in Human Subjects Research modules before submitting your application for review. Your completion report should be submitted with your application if you have not done so before. If you completed your CITI training at another institution, log in to CITI and select "Affiliate with another Institution" at the bottom of your profile and select Murray State. To sign up for CITI training, follow these steps:
  - 1) Go to [www.citiprogram.org](http://www.citiprogram.org) and click the "Register" link at the top of the page.
  - 2) Select Murray State University as your organizational affiliation.
  - 3) Create your CITI account.
  - 4) At the course selection screen, select the "Research with Live Humans..." option.
  - 5) Select "NO, I have NOT completed the Basic Course."
  - 6) Select your learner group. Faculty and Staff should choose "Social & Behavioral Research Investigators."
  - 7) Complete all of the quizzes in the "Required Modules" section.
  - 8) Click "View-Print-Share" after all required modules are complete. The status column next to the course name should say "Passed [Date]" in green text.
  - 9) Click the first option – "Completion Reports" and save as a PDF for submission.
3. Download the [Application for IRB Review](#) and review the information in the [Guide for Completing the IRB Application](#). If you need help determining the level of review, see [Section 6 of the MSU IRB Procedures and Guidelines](#).
4. When submitting your application, make sure all text documents other than the application are in an editable Word format and are properly labeled according to the application instructions.
5. Submit application and documents to [msu.ird@murraystate.edu](mailto:msu.ird@murraystate.edu).