**THE MOST COMMON ERRORS IN HUMAN RESEARCH SUBMISSIONS**

1. **The submission package has not been electronically signed in IRBNet.**For official review to begin, the Principal Investigator (PI) must e-sign every individual IRBNet package. Advisors must sign initial and annual renewal packages. Co-investigators must sign initial and renewal packages in order for approval to be granted. Users must log in to their own IRBNet accounts in order to sign. Signatures “on behalf of” another are not accepted.
2. **The investigator did not click the submit button in IRBNet.**IRBNet allows users to build every package without submitting. Such packages are automatically given a status of “Work in Progress.” The IRB/ERC will not receive your submission until you physically click the submit button and receive a confirmation screen stating that it has been officially submitted. The status of the package will then change to “Pending Review” until the board makes a decision. This also applies to follow up packages.
3. **The investigator has not fully completed the application form.**Carefully address all areas of the application. Provide a sound rationale for the study (adequate literature review, mention of any gaps in research or novel research, full list of references for what was cited, etc.) and define all jargon. Exact procedures for identifying participants, enrollment criteria, recruitment, study procedures, risks/benefits, the informed consent process and records retention and/or destruction need to be explained.
4. **CITI Training was not on already on file in IRBNet or provided with the submission materials.**Upload your CITI training report (with transcripts) to your IRBNet user profile, or include it with your submission materials. All individuals engaged in research activities must complete training. See our [Mandatory Training policy](http://www.marywood.edu/irb/detail.html?id=256737&crumbTrail=Mandatory%20Training&pageTitle=IRB:%20Mandatory%20Training&title=Mandatory%20Training).
5. **The investigator has created documents rather than using our forms and templates.**Our forms and templates must be used to ensure that required information is captured and that regulatory language is not missed. Templates exist on the websites of the IRB and ERC, and also in IRBNet’s Forms Library.
6. **The investigator has omitted required documents.**In addition to the application, submit an informed consent (or parent permission/assent) form, all instruments or interview questions, advertisements (flyers, email recruitment messages, website or social networking posts, etc.), waiver requests (if applicable) or other documents which will be used with participants. Everything to be used in the study must be reviewed. See our [Checklist of What to Submit](http://www.marywood.edu/irb/documents/IRB_ERC_SUBMISSION_CHECKLIST_9_6_19.docx).
7. **The investigator has described a records retention period that differs from regulations or policy.**Federal regulations require investigators to retain their records for a minimum of 3 years from IRB closure of the project. While this period may be longer (see [Retention policy](http://www.marywood.edu/irb/detail.html?id=256754&crumbTrail=Records%20Retention&pageTitle=IRB:%20Records%20Retention&title=Records%20Retention) for certain additional requirements), it can never be shorter. The only exception is exempted projects, which do not have minimum retention requirements.
8. **The investigator has not used spell check on all documents prior to submission.**Editing services are not the IRB/ERC’s purpose. However, participants must be provided with comprehensible documents. Typographical and grammatical errors reflect upon both the investigator and the University. The more errors in documents, the longer it takes to review and fully describe them in decision letters, which affects timelines for everyone. Aside from computer spell checks, have a friend thoroughly proofread your documents prior to submission.
9. **When submitting follow-up packages (requested modifications, revisions to approved research, closure reports, etc.), the investigator has created a brand new project in IRBNet.**Follow-up documents must be submitted within an existing project, not a new project. To do so, locate the existing project in IRBNet, click on its title, and then click Project History on the left menu. Then, click “Create New Package” so a follow-up package will be added to the same project. IRBNet formats new projects with numbers such as xxxxx-1. Follow up packages will be xxxxx-2, -3, etc. Any follow up packages must be submitted (not just uploaded; see point 2) in order to be seen and reviewed by the IRB/ERC.
10. **When submitting requested modifications, the investigator has not applied tracking.**Tracking is a feature in word-processing software (i.e., Microsoft Word). Requested modifications must be tracked, showing all insertions and deletions. Campus and satellite computer labs are equipped with up to date software. Modifications will not be reviewed until tracking is enabled and clearly visible.
11. **When submitting modifications, the investigator has missed items.**All points in a decision letter must be adequately addressed before approval may be granted. Please read decision letters very carefully.
12. **A closure report form has not been submitted.**
Closure reports forms are required for all approved research once it has been completed. If only data analysis remains, and the data are de-identified, a study may be closed. If an investigator has not completed a study by its one-year approval anniversary, he/she must submit either a check-in report form (all exempt and most expedited studies), or a continuing review application package. The board’s approval letter will communicate requirements, including any expiration or report due dates.