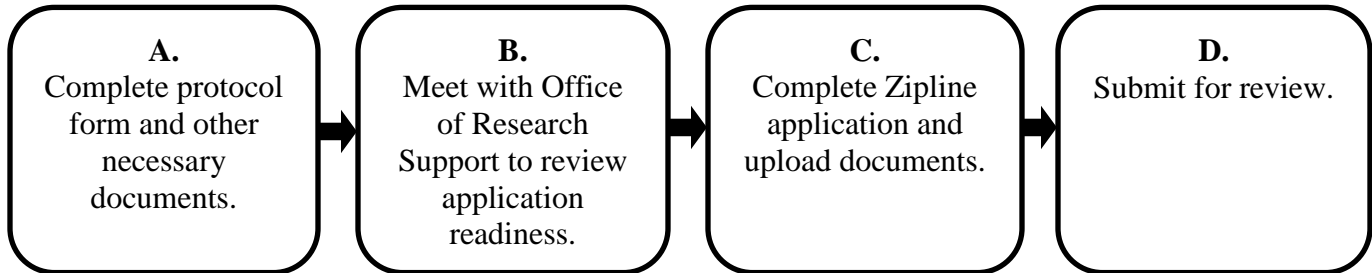


## **Submitting a Human Subjects Application through the College of Education**

*You may not approach research subjects until you have received approval from the UW's Human Subjects Division through your Zipline account. This applies even to "exempt" applications.*

*Allow 6-8 weeks for minimal and full IRB application review.*

### **IRB Submission Process**



#### **A. Complete protocol form.**

All studies use the same protocol form regardless of type of review (exempt, minimal risk, or full committee). If an application is being submitted for a study that meets the exempt status criteria, then only the demarcated items in the protocol form need to be completed. For more information on types of review, see [www.washington.edu/research/hsd/topics/Apply+for+Review](http://www.washington.edu/research/hsd/topics/Apply+for+Review). Based upon the study design, additional documents may need to be completed along with the protocol, such as consent forms, scripts, etc. The Office of Research Support is available to help answer questions or provide guidance.

#### **B. Meet with Office of Research Support.**

If investigators have questions they should plan to meet with and/or submit their protocol form and other accompanying documents to the Office of Research Support prior to submitting it in Zipline. This process allows the investigator to receive helpful feedback on improvements or revisions to their application prior to submitting it to the IRB. To schedule this review email [coeirb@uw.edu](mailto:coeirb@uw.edu).

#### **C. Complete Zipline application.**

1. Login with UWNetID
2. Click "Create Study"
3. Fill in all required fields \*
4. Attach final documents for review
5. Assign faculty advisor reviewer (for student investigators only)

\* **Faculty Mentors.** As part of the application, a student investigator must select their faculty mentor in the ancillary reviewer section. Faculty mentors will then be routed the application which they must review and approve. By approving the application, faculty mentors are stating that they: 1) Have reviewed and approved the study, 2) Will provide oversight and guidance to the student investigator, 3) Accept responsibility along with student investigator in the study's performance. IRB-approved applications will not be released to student investigators until their faculty mentor has approved it in Zipline.

## **D. Submit application.**

When an application is complete and uploaded, pressing submit will route the application to the IRB for review. No further changes can be made to that application at this time. Only a principal investigator (PI) or PI proxy can submit an application through Zipline. By hitting “Submit” on an application in Zipline, the PI or their proxy has digitally signed the application and began the reviewing process.

### **Important Post-Submission Details**

- All questions regarding a new or current application will be communicated from the IRB to the PI through Zipline.
- Once approved, all documents including consent forms will be available in Zipline for downloading/printing. No documents will be mailed to the PI.
- Exemption approvals are valid for five years, whereas minimal risk and full IRB approvals are valid for one year, after which a Status Report must be submitted to HSD.
- Modifications are allowed and are made directly to the IRB Protocol form in tracked change format for all studies, including exempt.

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### **WE ARE HERE TO HELP**

After you have reviewed these instructions, if you have any questions about the College of Education’s procedures for submitting a human subjects application, or need help figuring out how to put your application together, contact the Office of Research Support at [coeirb@uw.edu](mailto:coeirb@uw.edu).

### **SEE BELOW FOR HELPFUL WEBSITES:**

Human Subjects Division Website: [www.washington.edu/research/hsd/](http://www.washington.edu/research/hsd/)

For the Protocol form and all other forms, click on **FORMS** from menu, or go to [www.washington.edu/research/hsd/forms/](http://www.washington.edu/research/hsd/forms/)

*See also:* Questions and Answers: [www.washington.edu/research/hsd/qa/#general](http://www.washington.edu/research/hsd/qa/#general)

College of Education Human Subjects Website:  
<http://education.uw.edu/faculty-and-research/ors>

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