

All Beaumont IRB applications are submitted electronically through hic.beaumont.edu. If you do not have your log-in ID, you must contact Monica Demres at monica.demres@beaumont.org.

ALL APPLICATIONS REQUIRE:

- Application Form (Exempt or Expedited/ Full Board)
- Data collection tool(s) (surveys/interview guides) OR list of variables (if using charts/ an existing database)
- COID forms – this is now done electronically through COI Smart
- Current CV for student (and mentor but only if they have not conducted research at Beaumont w/i three years)
- BRI Compliance module completion transcript (corporate compliance, information security and research institute compliance)
- Assurance form (signed and uploaded by assigned Capstone team member once application is complete)

STUDIES THAT INVOLVE FACE-TO-FACE INTERACTION:

- Consent documents (consent form or information sheet)
- Recruitment prompts (email, phone script, etc.) if applicable
- Follow-up prompts (email, phone script, etc.) if applicable
- Recruitment materials (flyers, etc.) if applicable
- Required training (all students conducting projects that involve either informed consent or information sheets will need to be trained by the Beaumont Research Institute)

Notes: