

# The Bare Essentials

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1. Obtain prior IRB review and approval for all human subjects research — including research that fits one or more of the exemption categories.
2. Download all forms and templates fresh from the IRB website. Stop recycling earlier versions.
3. Note the expiration dates indicated in your approval letters. Create a reminder system to ensure timely submission of continuing reviews and study closures.
4. Obtain prior IRB review and approval for all proposed changes to research.
5. Submit a closure to the IRB when your research is completed, even if it's deemed exempt.

If in doubt, consult the 1- to 2-page summary documents that are arranged by topic on the IRB website, attend a help session, or contact the IRB for assistance.