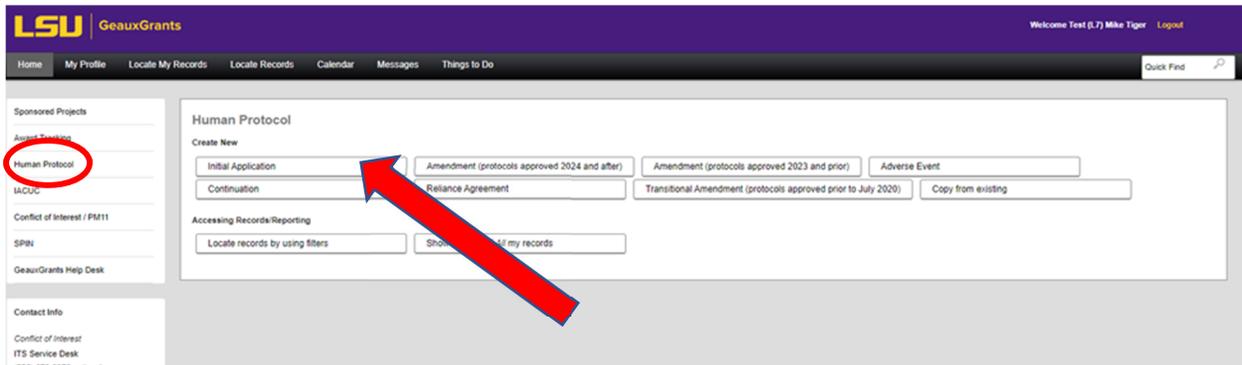


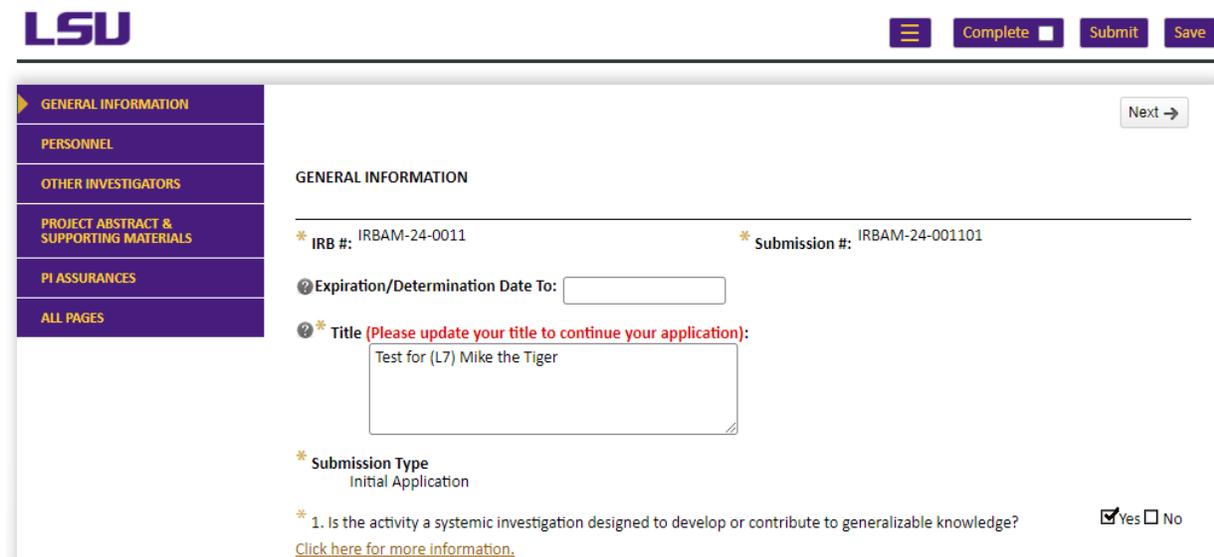
Submitting an IRB Initial Application

It is recommended that you use **Chrome** or **Firefox** when using GeauxGrants. You can login through myLSU or by going to <https://www.lsu.edu/geauxgrants/>.

Once logged into GeauxGrants, click **Human Protocol** on the left side of the page. Under **Create New**, click **Initial Application**.



The IRB number and submission number will prepopulate. Type the title of your study. (Note: Ensure that your title is consistent here and on all attachments.)



LSU Complete Submit Save

GENERAL INFORMATION

* IRB #: IRBAM-24-0011 * Submission #: IRBAM-24-001101

Expiration/Determination Date To:

* Title (Please update your title to continue your application):

* Submission Type
Initial Application

* 1. Is the activity a systemic investigation designed to develop or contribute to generalizable knowledge? Yes No
[Click here for more information.](#)

Responses to the first few questions will determine if the application expands and additional questions are asked. Follow the prompts and reply to each question accordingly.

Submitting an IRB Initial Application

Question 1:

- If “No” is selected, the application will not fully open. Skip to page 10 for instructions on how to attach your Project Description/Abstract to the **Project Abstract & Supporting Materials** page of the application.

The screenshot shows the LSU GeauxGrants application interface. At the top, there is a navigation bar with the LSU logo, a hamburger menu icon, and buttons for 'Complete', 'Submit', and 'Save'. On the left side, there is a vertical navigation menu with the following items: 'GENERAL INFORMATION' (selected), 'PERSONNEL', 'OTHER INVESTIGATORS', 'PROJECT ABSTRACT & SUPPORTING MATERIALS', 'PI ASSURANCES', and 'ALL PAGES'. The main content area is titled 'GENERAL INFORMATION' and contains the following fields and options:

- IRB #: IRBAM-24-0011
- Submission #: IRBAM-24-001101
- Expiration/Determination Date To: [text input field]
- Title (Please update your title to continue your application):
Test for (L7) Mike the Tiger
- Submission Type: Initial Application
- 1. Is the activity a systemic investigation designed to develop or contribute to generalizable knowledge? Yes No

Below the questions, there is a note box:

NOTE:
Your project may not be considered "human research", and hence, may not be under LSU IRB oversight. To assist the IRB in this determination, please include information about personnel and upload an abstract describing your project.

- If “Yes” is selected, additional questions will appear.

Question 2:

- If “Yes” is selected, move to Question 3

Submitting an IRB Initial Application



☰
Complete
Submit
Save

▶ GENERAL INFORMATION

PERSONNEL

OTHER INVESTIGATORS

PROJECT ABSTRACT & SUPPORTING MATERIALS

PI ASSURANCES

ALL PAGES

Next →

GENERAL INFORMATION

* IRB #: IRBAM-24-0011 * Submission #: IRBAM-24-001101

🕒 Expiration/Determination Date To:

* Title (Please update your title to continue your application):

Test for (L7) Mike the Tiger

* Submission Type
Initial Application

* 1. Is the activity a systemic investigation designed to develop or contribute to generalizable knowledge? Yes No
[Click here for more information.](#)

* 2a. Does the project involve human participants – defined as a living individual(s) about whom an investigator conducting research obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens? Yes No

* 3. Does the project present physical, psychological, social or legal risks to the participants reasonably expected to exceed those risks normally experienced in daily life or in routine diagnostic physical or psychological examination or testing? You must consider the consequences if individual data inadvertently become public. Yes No

- If “No” is selected, Question 2b will appear.

* 2a. Does the project involve human participants – defined as a living individual(s) about whom an investigator conducting research obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens? Yes No

* 2b. Does the research involve secondary analysis of data collected from human participants that is identifiable and private (i.e., not in the public domain) to any member of the research team (including collaborators at other institutions)? Yes No

- If “No” is selected for 2b, the application will not fully open. A note will appear stating to only complete the Personnel section, Other Investigators section, and upload an abstract describing your project. Skip to page 10 for instructions on how to attach your Project Description/Abstract to the **Project Abstract & Supporting Materials** page of the application.

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Submitting an IRB Initial Application

NOTE:

Your project may not be considered "human research", and hence, may not be under LSU IRB oversight. To assist the IRB in this determination, please include information about personnel and upload an abstract describing your project.

- If "Yes" is selected for **2b**, additional questions will appear

Question 3:

- * 3. Does the project present physical, psychological, social or legal risks to the participants reasonably expected to exceed those risks normally experienced in daily life or in routine diagnostic physical or psychological examination or testing? You must consider the consequences if individual data inadvertently become public. Yes No

If "Yes" is selected, the below note will appear. Proceed to the next question.

NOTE:Your project requires LSU IRB approval and is under OHRP oversight. Please select the "Full Board/Expedited" review type and complete the following application.

Question 4:

- If "Yes" is selected, reply to **4b**, **4c**, and possibly **4d** accordingly

- * 4. Are any of your participants prisoners, psychiatric inpatients, or potentially being involuntarily confined? Yes No

- * 4a. Is the study minimal risk? (it must be) Yes No

- * 4b. Select the research that fits the allowed categories:

- Causes or effects of incarceration
- Study of prisons or prisoners
- Conditions affecting prisoners as a class
- Practices that may improve health or well-being of subjects

- * 4c. Are the risks commensurate with risks accepted by non-prisoners (it must be)? Yes No

- * 4d. Select all that apply:

- Selection of subjects is fair - controls random
- Language is understandable
- Study does not affect parole
- If necessary, follow up care will be provided

- You will see the below note to select **Full Board/Expedited** review.

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Submitting an IRB Initial Application

NOTE:Your project requires LSU IRB approval and is under OHRP oversight. Please select the "Full Board/Expedited" review type and complete the following application.

- If "No" is selected, proceed to Question 5.

Question 5:

* 5. Are you obtaining protected health information from a health care provider? Protected health information is information that a) relates to the individual's past, present, or future physical/mental health, condition or provision of healthcare services, and b) that there is a reasonable basis to believe can be used to identify the individual. [Click here for more information.](#) Yes No

- If "Yes" is selected you will see the below note to select **Full Board/Expedited** review.

NOTE:Your project requires LSU IRB approval and is under OHRP oversight. Please select the "Full Board/Expedited" review type and complete the following application.

- If "No" is selected to both 4 and 5, you will see a note to refer to OHRP definitions for Exempt research and select the "Exempt" review type if applicable.

NOTE:

Your project requires LSU IRB approval. It is possible your project is exempt from OHRP oversight (see [Exempt Research Determination](#)). If you believe your project is exempt, select "Exempt" review type. Otherwise, select "Full Board/Expedited" review type.

Select the **Review Type**, based on the note provided after answering Questions 1-5.

* **Select Review Type:**

Exempt Full Board / Expedited

* **Principal Investigator:**

Tiger, (L7) Mike the 
Department LSUAM | Col of HSS | Geography and Anthropology | CC00119
Title IRB/COI Investigator
Email itsbatesting@lsu.edu
Phone (225)999-9999

- Note: **Undergraduate** and **graduate students** may not be listed as PI on IRB applications. If your name appears here and you are a student, click on the pencil next to the name to edit. List your

Louisiana State University
Institutional Review Board
irb@lsu.edu
lsu.edu/irb

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faculty advisor here. (For additional instructions, scroll to the Personnel section of these instructions.)

Proposals:

- If you are working with the **Office of Sponsored Programs** to apply for funding related to this study select “**Yes.**”

* Has this project been submitted to the LSU Office of Sponsored Projects? If yes, has external funding been approved or has Just In Time documentation been requested? If not, please select no to this item.

Yes No

* Are you the PI or listed on the proposal?

Yes No

- If you are not the PI on the proposal, select “**No**” and type the proposal number in the box that appears.

* Are you the PI or listed on the proposal?

Yes No

* Please enter the proposal number:

- If you are the PI, click the “+” sign that appears once “**Yes**” is checked.

* Is there a proposal associated with this protocol?

Yes No

* Are you the PI or listed on the proposal?

Yes No

* Select Proposal below using the + button:



Proposal Number	PI	Sponsor	Title	Status	

- Under **Add Proposal**, type in the proposal number to link to the application to the IRB protocol. Click “**Go**” next to the blank. If you do not know the proposal number, go under **Apply Filters**. Click “**Set**” next to the that filter you choose. Type in the information and click “**Save.**” Then, click “**Go**” on the **Apply Filters** line.

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Submitting an IRB Initial Application

Add Proposal

Close

Select by
Number

Apply Filters

Browse By

Sponsor/Scheme [Set](#)

Sponsor Type

Primary
Center/Program [Set](#)

Center/Program [Set](#)

Principal
Investigator [Set](#)

Investigator [Set](#)

Primary Assoc.
Dept. [Set](#)

PI Department [Set](#)

Proposal Status

Select All

Created (in PT)

Pending

Deleted

- The records found will show at the bottom of the page. Click the box next to the proposal associated with this application and click "Select."

1 Records Found. Displaying pages 1 through 1 of 1

1

Number	Title	Sponsor/Scheme	PI	<input type="checkbox"/>	Select
AM211191	Test	National Science Foundation (NSF)	Tiger, (L3) Mike the Test	<input type="checkbox"/>	

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Submitting an IRB Initial Application

- The proposal will now be linked and display on the application. Click “**Next**” to move to the next page.

* Are you the PI or listed on the proposal?
Yes No

* Select Proposal below using the + button:

Proposal Number	PI	Sponsor	Title	Status	
AM211191	Tiger, (L3) Mike the	National Science Foundation (NSF)	Test	Pending	

Personnel:

- On the Personnel page, click the “+” sign next to **Personnel - Review** to add co-investigators employed at LSU. (This system pulls from the HR database, Workday. All undergraduate students and graduate students, who are not on an assistantship or employed by the University in some capacity will need to be added on the **Other Investigators** page, along with external researchers.)

The screenshot shows the application interface with a sidebar on the left containing menu items: GENERAL INFORMATION, PERSONNEL (highlighted), OTHER INVESTIGATORS, RISKS AND BENEFITS, DATA SECURITY/MANAGEMENT, CONSENT FORM, PROJECT ABSTRACT & SUPPORTING MATERIALS, PI ASSURANCES, and ALL PAGES. The main content area has navigation buttons for 'Previous' and 'Next'. Under the 'PERSONNEL' heading, there is a dropdown menu for 'Personnel - Review' with a plus sign and a red arrow pointing to it. To the right of this menu is a 'Delete Personnel - Review' link. Below the menu, the details for the selected personnel are shown: Name: Tiger, (L7) Mike the; Email: itsbatesting@lsu.edu; Phone: (225)999-9999; Department: LSUAM | Col of HSS | Geography and Anthropology | CC00119; Title: IRB/COI Investigator. There are also fields for 'Primary Investigator' (checked), 'Start Date' (18-Jan-2024), 'End Date', and 'Role'. At the bottom, there is a 'Certifications' table with columns for 'Certification', 'Begin', and 'End', and a row with dashes in the 'Begin' and 'End' columns.

Submitting an IRB Initial Application

- A new box will appear that will allow you to type in the name of the LSU co-investigator. Begin typing the investigator's **last name**. The name will appear and you can select their name. When ready to add the co-investigator, click **"Select."**

- Once the personnel are added, select the **Role** for the PI and co-investigators. The End Date will be left blank for the PI. If the anticipated End Date is known for co-investigators, you can add it. You may also choose to leave it blank. If someone leaves the project in the future, you may submit an amendment with their End Date at that time.
- The **Certifications** box will prepopulate, if the project personnel's human subject training certificate can be linked from the CITI Program (if the certification is completed at the time that this application was created). If not, certificates that do not pre-populate on this page will need to be attached under the **Project Abstract & Supporting Materials** page of this application. Click **"Next"** to go to the following page to add co-investigators, who are not employed at LSU.

Submitting an IRB Initial Application

The **Other Investigator** page is where you will add any LSU researchers that cannot be added on the Personnel page, as well as external investigators from other institutions. To add more than one co-investigator, click the “+” sign again and additional rows will appear. (Be sure to fill in all spaces provided.) Click “Next” to go to the following page.

GENERAL INFORMATION

PERSONNEL

OTHER INVESTIGATORS

RISKS AND BENEFITS

DATA SECURITY/MANAGEMENT

CONSENT FORM

PROJECT ABSTRACT & SUPPORTING MATERIALS

PI ASSURANCES

ALL PAGES

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Next →

OTHER INVESTIGATORS

List All Non LSU Personnel

Name	Institution	Title	Email	Phone Number	
					?

* For each researcher listed, you will need to provide a human subjects training certificate and Security of Data Agreement on the Project Abstract & Supporting Materials page of this application.

← Previous

Next →

Answer all questions under the “Risks and Benefits,” “Data Security/Management” and “Consent Form” sections, clicking “Next” after completing each. Some will ask for additional questions or provide text boxes for you to provide additional information.

Project Abstract & Supporting Materials:

- Click the “+” sign to the add lines for each document. Upload all study documents as PDF or MS Word files. The uploaded file names must be less than 50 characters.
- NOTE: Most IRB protocols require a **Project Description/Abstract, Consent Form, Instruments** (e.g., survey/questionnaire, interview questions, images of devices, a document containing links to sound bites, etc.), **recruitment materials** (e.g., flyers, social media posts, correspondence, etc.), verbal/written **instructions, human subjects training certificates** for all LSU investigators, and **Security of Data Agreements** for all investigators.

Submitting an IRB Initial Application

GENERAL INFORMATION

PERSONNEL

OTHER INVESTIGATORS

RISKS AND BENEFITS

DATA SECURITY/MANAGEMENT

CONSENT FORM

PROJECT ABSTRACT & SUPPORTING MATERIALS

PI ASSURANCES

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PROJECT ABSTRACT & SUPPORTING MATERIALS

*** Attach Project Abstract and other supporting documents**

- In the abstract, describe study procedures with emphasis on those procedures affecting subjects and safety measures. Please provide relevant scripts (e.g., telephone surveys, focus groups, debriefing), the consent form/consent script, human subject training certificates (if not previously submitted), and security of data agreements.
- The uploaded file names must be less than 50 characters.
- All uploaded documents will need to be checked before submitting to the IRB to ensure that no error messages appear when attempting to view your document.
- If you are submitting for an amendment, highlight any changes made within any of the attachments.

*** Document Name**

*** Document Type**

- Project description
- Abstract
- HIPAA authorization agreement
- Limited data set use agreement
- Survey questions
- Interview questions
- Focus group questions
- Reading passages
- PAR-Q
- Video links
- Recruitment flyers/messages
- Consent form
- Consent script
- Child assent
- Parental consent
- Administrator consent
- GDPR consent
- Human subjects training certificate
- Security of data agreement

*** Upload**





?

← Previous
Next →



* Document Name	* Document Type	* Upload	?
<input type="text" value="Document (e.g., 'Abstract')"/>	<input type="text" value="Abstract"/>	  	?



A system dialogue box will appear for you to type in the name of the document and select **“Choose File.”** This will open another box for you to find the document that you wish to upload from your computer.



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Upload

Upload new document

Name	<input type="text" value="Abstract"/>
Location	<input type="button" value="Choose File"/> No file chosen 
Category	<input type="text" value="Attachment"/>
Folder	<input type="text" value="[ROOT]"/>
Document ID	<input type="text"/>
Document Version Number	<input type="text"/>
Document Version Date	<input type="text"/>

Upload

Upload new document

Name	<input type="text" value="Abstract"/>
Location	<input type="button" value="Choose File"/> Abstract (1).docx 
Category	<input type="text" value="Attachment"/>
Folder	<input type="text" value="[ROOT]"/>
Document ID	<input type="text"/>
Document Version Number	<input type="text"/>
Document Version Date	<input type="text"/>

Once successfully uploaded, the eyeglasses icon will appear. (You may click on the eyeglasses icon to open and view and/or download the document.). Repeat this process to add all necessary documents.

NOTE: Most IRB protocols require a Project Description/Abstract, Consent Form, Instruments (e.g., survey/questionnaire, interview questions, images of devices, a document containing links to sound bites, etc.), recruitment materials (e.g., flyers, social media posts, correspondence, etc.), verbal/written instructions, human subjects training certificates for all LSU investigators, and Security of Data

Submitting an IRB Initial Application

Agreements for all investigators. (IRB needs to review anything that participants may encounter during recruitment and engagement with a project.)

* Document Name <input abstract\")"="" style="width: 95%;" type="text" value="Document (e.g., \"/>	* Document Type <input style="width: 95%;" type="text" value="Abstract"/>	* Upload <input type="button" value="Upload"/>	? <input type="button" value="Help"/>
---	--	---	--

PI Assurances

- In order to submit your application to the IRB, you will need to check the box under PI Assurances certifying that all of your responses are accurate.
- Check Complete at the top of the page and click Submit.

The screenshot shows the GeauxGrants application interface. At the top right, there are three buttons: 'Complete' with an unchecked checkbox, 'Submit', and 'Save' which is circled in red. On the left is a navigation menu with 'PI ASSURANCES' selected. The main content area has a 'PI ASSURANCES' section with a paragraph of text and a checkbox. A red arrow points to the checkbox. Below the text is a box with instructions: 'When you are finished, check the box beside Complete at the top of the page and SUBMIT your application.' At the bottom of the page, there is another 'Previous' button.

Note: It is recommended to save your progress often to make sure your responses aren't lost, in the event of an unexpected computer or program incident.

You will receive an email that your application has been successfully submitted. Allow at least two weeks from the time of submission to the time of approval.

If you do not have GeauxGrants access, you will need to submit a [New Campus Profile](#). Once submitted, IT will notify you when your account is activated. Please keep in mind it may take up to 2 weeks to get access.