

IRB Steps

Welcome!

All research involving human participants conducted at Gustavus Adolphus College, or under its sponsorship, must be reviewed and approved by the Gustavus Institutional Review Board (IRB). Details about the process are available in the [Gustavus IRB Policy Manual](#), but below are the basic steps to get you started.

Basic Steps

1. [Determine if your project qualifies as human subject research.](#)
 - a. The IRB would happily have a pre-application video chat if you are unsure.
2. Complete the [CITI Social & Behavioral Research Basic Course](#).
 - a. All personnel working on the project, including the faculty/staff supervisor, must complete this training. Once you have successfully completed the training, your certification is effective campus wide for 3 years.
3. Submit your CITI completion certificate, [Form F](#), and any additional documents (e.g., [consent documents](#) and surveys) to the IRB for review using the [online submission form](#).
 - a. All documents should be submitted at the same time.
 - b. For consent documents, please use the IRB's [Consent Template](#) as a starting point.

Note: It is often helpful to consult with the IRB during the study planning process before you request formal approval of a project. The IRB may be able to help you identify minor changes that could facilitate approval. We also maintain an [FAQ](#) that may answer some questions you have.

Forms & Documents

- Please re-download all official IRB forms each time you need them to make sure you are using the most recent version.
 - **Internal**
 - [Student Researcher Guidance](#)

- [Gustavus IRB Policy Manual](#)
- [CITI Training Instructions](#)
- [Form F](#)
- [Consent Template](#)
- [Media Release](#)
- [Continuation Request Form](#)
- [Amendment Form](#)
- [Prompt Reporting Form](#)
- [Closure Form](#)
- [Reliance Agreement](#)
- **External**
 - [External Research Request](#)
- We also have additional resources available that may be helpful for planning and completing your application.
 - [IRB Application Approval Checklist](#)
 - [IRB Consent Approval Checklist](#)
 - [Example of Completed Consent Form](#)
 - [Data Sharing Guidance](#)

At any point during the process, you can contact the IRB at g-irb@gustavus.edu.

Members

Brenda Kelly - IRB Administrator

Provost and Dean of the College

Kyle E. Chambers - IRB Chair

Associate Provost for Institutional Research & Analytics

Professor of Psychological Science

Social Sciences

Serving from 2020-Present

Laura Boomgaarden

Administrative Assistant in Mathematics, Computer Science, and Statistics and Physics
Staff

Serving from 2020-2023; 2023-2026

Dave Stamps

Associate Professor in Music
Fine Arts

Serving from 2024-2027

Rachel Flynn

Instructor and Digital Liberal Arts Librarian
Education

Serving from 2024-2027

Keith Stelter, M.D. (Community Member)

Family Medicine, Primary Care
Mayo Clinic Health System

Serving from 2024-2027 (On Leave)

Jaren Crist

Assistant Professor in Psychological Science
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Serving from 2024-2028

Jessica Helget

Continuing Faculty in Nursing
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Serving from 2024-2028

Sarah Mages, MSW, LICSW

Mental Health Therapist
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Assistant Professor and MAT Research Coordinator in Health and Exercise Science
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