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# Common Errors or Mistakes in Submitting to the IRB

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April 2021



# Common Mistakes and/or errors

- Below are common mistakes made while submitting an IRB application:
  - PI listed is not a staff or faculty member of ARMC
  - CITI/NIH Certificates are missing
  - Missing signatures on the IRB application
  - Other Missing documents

# PI must be faculty here at ARMC

- Often times the IRB receives applications that list the PI who may be a resident or student
- The PI of any research must be a staff member here at ARMC or within SB County

# Missing CITI certificates

- When submitting a research application all researchers participating in the study must complete and submit their CITI certificates
- These certificates are valid for up to 4 years
- The PI of the study must also have a completed CITI certificate as well, often times this is forgotten

- The most common missing document is the “HIPAA Authorization Waiver”
- This waiver is a requirement of Retrospective studies and must be included in your submission

- If any of the required signatures are missing on your application the IRB will contact you to obtain the necessary signatures and send it back
- The most common missed signature is the “Department Chair”
  - All research must be signed off and approved by the chair of your department