

DATE:  
TO: All Faculty  
FROM: TC Yih  
SUBJ: Electronic Submission of Protocols to the Institutional Review Board for the Protection of Human Subjects

Please see the following message from Al Russo, Director of Research Compliance.

T.C. Yih  
Associate Vice President for Research and External Support

---

Dear Colleagues,

In order to increase the efficiency of processing applications for CSULB IRB Review, the submission process is being modified. The CSULB IRB will now require that all IRB protocol submissions include only one complete paper copy of the application with original letters and forms, including all appendices, and an electronic version of the application and all letters, forms and appendices. This change, made based on input from IRB members, will enable the IRB Review Board to process applications faster and reduce the number of paper copies submitted.

The complete paper copy is to be submitted to the Office of Research and Supported Programs, University Foundation Building, Suite 310, as in the past. Submission of the electronic version must occur on the same day via email to [IRB@csulb.edu](mailto:IRB@csulb.edu). Submissions may be in the form of Word documents or PDF files attached to the email. Documents requiring letterhead and signatures, such as agency approval letters or faculty supervisor forms, should be scanned and included as attachments to the email in pdf format. The name of the Principal Investigator followed by the Title of the Proposed Research Study must be included in the subject line of the email, and in body of the email.

This new process begins December 1, 2010. CSULB IRB will not accept applications using the previous procedure after January 1, 2011.

Please contact me if you have any questions or concerns about this process.

Sincerely,

Al Russo, Ph.D.  
Director of Research Compliance  
Office of Research and Sponsored Programs  
CSULB  
562-985-2502  
[alrusso@csulb.edu](mailto:alrusso@csulb.edu)