

# Procedures for Faculty Sponsors

## Guidance for Reviewing and Submitting Student Application's in CAP

This guidance is intended to be used by faculty sponsors who are supervising student research projects. Please review the "Creating a New Project" and [Creating a New Application](#) for detailed instructions on creating new projects and applications in CAP.

## Step 1: Complete Training Requirements

All personnel engaged in research with human subjects must complete the online Collaborative IRB Training Initiative (CITI) course. The CITI certification must be renewed every three years.

**The IRB will not review applications until all research personnel (including both the student and faculty sponsor) have current CITI training.**

Effective January 2011, all students, faculty, and staff engaged in formal research at Loyola University Chicago must complete the Responsible Conduct in Research and Scholarship (RCRS) course.

Follow the following steps to verify that your CITI and RCRS training is complete.

- 1) Login to CAP:

<http://www.luc.edu/irb/CAP.html>

- 2) Click on the "Update Your Profile" tab (left-side of the screen).
- 3) The "Account Maintenance" screen contains the CITI and RCRS completion dates that are on file at the Office of Research Services. If the date is blank, then there is no information on file.

CITI training is valid for three years after the completion date.

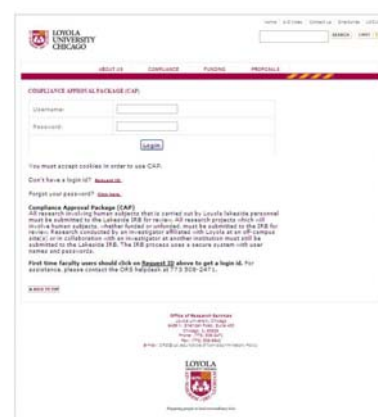
RCRS training does not expire.

- 4) Click on the following links for instructions on completing the CITI and RCRS courses:

[CITI Course Instructions for IRB Certification](#)

[Responsible Conduct in Research and Scholarship \(RCRS\)](#)

Institutional Review Board  
Loyola University Chicago  
6439 N. Sheridan Road,  
Suite 400  
Chicago, IL 60626-5309  
Phone: 773.508.2471  
[irb@luc.edu](mailto:irb@luc.edu)



CAP

<http://compliance.it.luc.edu/>

## Step 2: Student Creates IRB Application

- 1) The student should begin by creating a new project in CAP. The student will automatically be listed as the Principal Investigator, and they will be required to select a faculty sponsor.  
  
Sponsors are responsible for guiding investigators through every phase of the IRB process. They must be familiar with various research methods and informed of the rules and regulations governing research at this institution.
- 2) Once the project is created, the student should then complete the IRB application for that project. Detailed instructions for creating new applications are available [here](#).
- 3) Faculty sponsors are required to review and approve student IRB applications. Once the IRB application is complete and ready for review by the faculty sponsor, the student should click on the "Submit to Faculty Sponsor" button at the bottom of the page.
- 4) The faculty sponsor will then receive an email indicating that there is a student application ready for review.

**Investigators who are either, a) part-time employees of Loyola or b) graduate or undergraduate students of Loyola must be sponsored by a full-time faculty member in order to conduct research on any of Loyola's Campuses or at an off-campus location.**

## Step 3: Review and Submit Application

- 1) Locate the student project in CAP. Student projects are listed under the "Projects by Sponsor" tab on the main page.



- 2) Review the entire application to ensure it is ready for submission.
- 3) Once the application is ready for submission, click on the "Submit to ORS" button at the bottom of the page.
- 4) You should receive an email that confirms the submission of the application.
- 5) Monitor your email for messages from ORS or the IRB requesting modification or additional information. Fast responses to these requests will help you obtain approval quickly.
- 6) You can track the progress of your application anytime by checking the CAP system online.

**To quickly review the entire application, use the "View on one page" feature found at the bottom of the application page.**

## Step 4: Respond to Comments

- 1) During the review process, reviewers may send you comments or questions in CAP about your application. The sections of the application that have comments are marked with a question mark (instead of a checkmark).
- 2) You must respond to each comment before you can resubmit the application. First, make any requested changes to the application. Then, reply to the comment from the reviewers (click on respond, enter the comment, and click save).
- 3) To revise the comment, click on "edit response," edit the text, and then click on "update."

### 2. Application Setup

-> <a href="#">Personnel</a>	?
<a href="#">Project Funding</a>	✓
<a href="#">Research Sites</a>	✓

Section 1 of 10

1. Personnel							<a href="#">comment</a>	<a href="#">?</a>
Author	Modification/Clarification Requested	Date	Type	Status	Attachments			
<a href="#">Response</a> Pawel Grudysz	Please provide the name of all personnel on this project.	1/5/2011 9:58:00 AM	PI	Not Resolved				

## Step 5: Retrieve Approved Documents

Once your application is approved, you can access your approval letters and stamped consent forms (if relevant) online.

- 1) From the main page, select the project by clicking on the "View" button, located to the left of the project title.
- 2) Once you are on the Project Information page, scroll down to the Project Application section (Section 3).
- 3) Click on "View Letter" to see the approval letter for the application. The approval letter will open in a pop-up window.
- 4) Click on "View" to see the entire approved application, including the approval letter and links to attached documents. Scroll down to Section 10 (Attachments) to access the stamped consent form and other project documents.

**The approval letter and approved application open in a pop-up window. If you have trouble accessing this information, make sure that the pop-up blocker is off.**

### 3. Project Application(s)

#### IRB Application(s)

		Application#	Application Type	Application Status	Start Date	Submission Date
<a href="#">View</a> <a href="#">View(no comments)</a> <a href="#">View Letter</a>	<a href="#">Amend</a> <a href="#">Continuing Review</a> <a href="#">Closure</a>	62	Initial	Approved	11/9/2010	11/9/2010

Cancel