The project PIs must complete CITI training. This certification will be checked by the IRB.

**IRB REVIEW PROCESS**

**Step 1**
- Online Questionnaire
  - Complete the Online Research Determination and Review Level Questionnaire
  - If you are a student, the faculty member overseeing the project will be emailed to confirm your answers.
  - You will receive an email regarding if your project is research, and if it is, the type of review it requires.
  - If the Project is NOT Research
    - Proceed with your project.
  - If the Project is Research
    - An IRB application is needed.

**Step 2**
- Online IRB Application
  - Complete and Submit Online Application for Either Exempt, Limited, or Expedited/Full Review.
  - The Valparaiso University IRB Reviews the Application
  - IRB Approves Application and Notifies PI
    - Proceed with your project.
  - Continuing Review and Project Closure
    - Full reviews require annual continuing review.
    - Expedited and Full reviews require a project closure form to be completed once interactions involving human subjects end.
  - Revise and Resubmit as Needed