The Human Subjects Review Board uses a Katie site for all submissions and reviews of proposals. Review procedures and expectations remain the same, but ALL submissions and reviews are handled through the Katie site. Directions for accessing the site are below:

1) Log on to your Katie site. Click on "Courses," then “Miscellaneous, then “HSRB-1.”

2) You must enroll in the “course” to submit a proposal. Once you have enrolled yourself in the “course,” subsequent submission will not require that you re-enroll. Rather the “Human Subjects Review Board” link should appear in your “My Courses” list.

When you enter the site you should find instructions and two different forms: Short and Full Forms.

"HSRB Short Form" will be used by many faculty and most students for senior papers and independent research. To use this form, the research must adhere to the following requirements:
1) no minors or mentally infirm
2) informed consent will be obtained from participants (informed consent template included)
3) no risk or harm
4) no deception
5) anonymous and/or confidential data collection

"HSRB Full Form" will be used in any instance in which the above criteria are not fully met.

Upon selecting one of these two options, you should click the "add entry" tab and complete the form. Use the email link at the bottom of the page to email Stephanie Travers that you have submitted a proposal (or simply email travst01@luther.edu when finished). Be sure to click the save button at the bottom of the page when finished. After your form is completed and saved you can view it by clicking "view single."

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