Researchers are encouraged to contact HRRC as soon as possible since the project approval is multistep process and may take up to 3 weeks to approve.

1. Create a survey
2. Contact Human Research Review Committee (HRRC) at GVSU (http://www.gvsu.edu/hrrc/faq-applying-for-hrrc-review-39.htm)
3. HRRC staff will refer you to IRBnet.com website. HRRC will also e-mail the copy of IRB instructions on how to submit a protocol. All GVSU research projects that require Human Research Review Committee (HRRC) approval must be submitted and stored on IRBnet.com.
4. Register at IRBnet.com using my ___@mail.gvsu.edu e-mail account. Create a new protocol. Uploaded all the necessary documents to the protocol (documents may vary due to research specifications. For future projects, please contact HRRC office for the list of documents). Signed the package. Find project mentor on IRBnet.com list and included him/her as an authorizing official. Authorizing official required to sign package.
5. After submitting new protocol on IRB, contact HRRC to make sure that you have uploaded all the necessary documents that are required for project review.
6. After HRRC confirmation that all the necessary documents have been received the project approval process starts.
7. After receiving official approval document that includes an authorized signature of HRRC officials and the approval number via e-mail, you will be able to send out survey.
8. To send out survey first contact the Office of Institutional Analysis - OIA (Philip Batty, Director of Institutional Analysis, 616-331-8684) http://www.gvsu.edu/ia/
9. Email him a short overview of your survey and also included approval document from HRRC.
10. Philip Batty will verify that survey is not targeting protected groups of GVSU population (individuals under 18, pregnant females, individuals with disabilities, etc.). We also determine to what number of individuals at GVSU the survey should be sent. Determined viable population for my research.
11. After short review, Philip sends survey to IT department. IT department, according to OIA's instructions, then sends survey to designated (a random sample) individuals at GVSU.