

Purdue Human Research Protection Program Guidelines for Virtual Appointments

The Human Research Protection Program (HRPP) must ensure that sufficient time is given to each person seeking assistance during virtual appointment times. Virtual appointment times are generally intended to provide short educational sessions and finishing touches to IRB protocols and requested revisions. The optimal time allotted for each virtual session is 15 minutes. To ensure that you get the most value from your appointment, you must:

- Complete [CITI Training](#) before your appointment. Researchers must have basic background in the history and regulatory basis for IRB review. We may ask for or check the status of your CITI Training.
- Review the [Purdue HRPP/IRB website](#) before your visit. We recommend the following sections at the top of the page as they contain researcher guides, infographics, and templates to help you begin your application.
 - [“Getting Started”](#)
 - [“Training and Tools”](#)
 - [“Application Forms”](#)
- Come to your appointment with a proposed study fully drafted in the [Cayuse IRB](#) submission system. It is recommended that you provide the study number to the IRB 48-hours in advance of your virtual appointment (irb@purdue.edu).
- Discuss the proposed study population, procedures, recruitment, consent process, methods of analysis, and any external collaborations with the principal investigator or an experienced colleague in the area of study *before* attending your virtual appointment.
- It is recommended that the PI attend the appointment whenever possible.

If you believe that the questions involving review of your study will require more personalized advice, please request a longer appointment time with an HRPP/IRB staff member by e-mailing irb@purdue.edu. To allow efficient scheduling, appointments should be scheduled at least 48-hours in advance.