

Instructions for Submitting Final IRB Form: Streamlining the Process (2021)

(to accompany submission of theses and dissertations to the Graduate School for their review and approval)

MSU has a new process for submitting your Final IRB form (alternative to emailing the previous form for multiple signatures). When you are ready to submit your thesis or dissertation (approved by your committee) to the Graduate School, via ProQuest, you will still complete a Final IRB form, but it will be completed and approved online rather than emailed.

From the Graduate School:

This is a required form for any MS/PhD student submitting a document to ProQuest and will not be available on the new Campus Solutions/SIS system. The link to the form is on the Graduate School website at <https://grad.msu.edu/etd>. Click on #2, then Approval form (All Students). Select "New ETD Approval Form". Or use this link for shortcut access to the form: <https://grad.msu.edu/etd/Required-Paperwork-and-Surveys>. The student must be logged into their MSU NetID in order to complete the form.

Once the student completes the new form, including their advisor's **MSU NetID** (not a department email address), the form will automatically route to the advisor for approval. The email will come from "Microsoft Flow." The only thing required from the advisor on the new form is to select the approve or reject button at the bottom of the email. The student will still need to upload any IRB or IACUC (animal use) letters to this approval form. The Graduate School **must** have the letter(s) on file for the student. There is a section for comments at the bottom of the form, and often times, if the advisor is the PI, they will confirm that the student is an approved researcher on an IRB study.