Exempt Application Instructions

It is recommended you use Chrome or Firefox when using GeauxGrants. You can login through myLSU or by https://www.lsu.edu/geauxgrants/

- When logged into GeauxGrants, click Human Protocol on the left side of the page. Under Create New, click Initial Application.
The IRB number and submission number will prepopulate. Type in the title of your study, and click Next.

Additional questions will appear. If a proposal is associated with the study, click the + sign that appears once yes is checked.

Under Add Proposal, type in the proposal number to link to the application and click Go. If you do not know the proposal number, go under Apply Filters. Click Set next to the filter you choose. Type in the information and click Save. Click Go on the Apply Filters line.
• The records found will show at the bottom of the page. Click the box next to the proposal associated with this application and click Select. The proposal will now be linked and show on the application. If you are requesting developmental approval, check the box that appears once the proposal number is selected. Finish completing the questions and click Next.

• On the Personnel page, click the + sign next to Personnel – Review to add co-investigators employed at LSU. All undergraduate students and graduate students not on an assistantship will need to be added on the next page.
• A new box will appear that will allow you to type in the name of the LSU co-investigator. Type the investigator’s last name. The name will appear and you will need to click the person’s name to add him/her. When ready to add the co-investigator, click Select.

• Select the role for the PI and co-investigator. The end date will be left blank for the PI. You can add an end date for the co-investigator or leave it blank.
• The certifications box will prepopulate if your human subject training certificate can be linked from the CITI Program. If not, your certificate will need to be added under the project abstract and supporting materials tab. Click Next to go to the following page to add co-investigators not employed at LSU.

• This is where you will add LSU undergraduate and graduate students you cannot add on the previous page. Co-investigators at other institutions are to be added here too. To add more than one co-investigator, click the + sign again and additional rows will appear. Click Next to go to the following page.
• Answer all questions under Data Security/Management and click Next.

• Answer all questions under Risk Determination & HIPAA/EU Agreement. Click the category/categories you think best fits your protocol. Click Next to go to the following page.

• Under Project Abstract & Supporting Materials, click the + sign to the expand the section. You will need to click the + sign again to add additional rows to upload all study documents. Make sure to upload your project description, instruments, consent form/script, human subject training certificates, security of data agreements, and any other materials we will need to review. By clicking the button under Upload, it allows you to add your files. The uploaded file names must be less than 50 characters. Once complete, click Next.

• Under the Consent Form section, describe the process through which informed consent will be obtained. If you would like to waive signed consent, check one of the boxes as to why. If you do not want to waive signed consent, those boxes can be left blank. Click Next.

• In order to submit your application to the IRB, you will need to check the box under PI Assurances certifying all of your responses are accurate. Check Complete at the top of the page and click Submit.
If the project scope or design later changes, I will obtain written approval from the Authorized Representative of all non-LSU institutions in which the study is conducted. I also understand that it is my responsibility to maintain copies of all consent forms at LSU for three years after completion of the study. If these forms are lost before that time, the consent forms should be preserved in the Institutional Review Office.