

IRB Submission Checklist for Reference Purposes

Required items for submission:

- ☐ Informed Consent Form (unless waiver of informed consent is requested...see #19 on application)
(For research with minors, both parental permission and child assent are required.)
- ☐ IRB Training certificates for you and ALL co-investigators, faculty advisor, research assistants, etc.
- ☐ Methodology section fully describing study procedures and methods
- ☐ For student researchers, faculty advisor approval and submission of IRB application and protocol

Additional items to submit, if applicable:

- ☐ Surveys/Questionnaires (paper or online) in **final** version
- ☐ Psychometric testing instruments and assessments
- ☐ Interview and focus group questions
- ☐ Recruitment scripts (e-mail, telephone, verbal announcement, postcard, etc.).
- ☐ Request for Waiver of Informed Consent document, if applicable (See Question # 19 regarding waiver)
- ☐ Letter(s) of permission/cooperation to recruit participants from and/or conduct the research project from
school(s), organization(s) or any off-campus location

Involvement of co-investigators from other institutions:

Efforts to determine the need for IRB approval from the co-investigator's institution/organization must be documented.

Incomplete applications may result in delay of your application approval.