

IRB eForm Checklist

All IRB Applications and Accompanying Documents Must Be Reviewed By Your Advisor/Chair Prior to Submission

Requirement	Completion
General identifying information completed (student and advisor) Assure that the title is correct in all corresponding documents.	
Appropriate type of study (Exempt, Expedited, Full)	
Indicate the name of the individual who has completed an approved human subjects research program	
All <i>text boxes</i> completed-specifically and clearly outlining the project.	
Specific factors to protect the population clearly delineated in the application. Confidentiality/Anonymity. No potential coercion/ability of the project lead to identify or exercise consequences toward respondents either in relation to participation or non-participation. Participation should be voluntary and participants may choose to cease participation at any time.	
Clearly explain how risks are minimized and reasonable in relation to anticipated benefits	
Clearly delineate how the information is stored/protected, who has access to the data, how long the data will be stored, and how the information will be destroyed after storage (stored no longer than 3 years).	
Demographics – Inquiry completed in a manner that assures the inability of the project lead to discern the identity of the respondents. Listed in non-biased, socially acceptable terms (<i>eg. Sex versus gender</i>).	
Consent – template used –either with signature or tacit approval-assure contact information for IRB, Project lead and advisor is clear on the consent) –clearly indicate how the Informed Consent will be provided and gained from each participant prior to gathering data. <i>If non electronic consent, a signature is required prior to data collection. The Consent must be included as an attachment to the application and participants should get a copy</i>	
Specific Debrief – <i>place at the end of data collection</i> (clearly indicating that the participants/population can keep the debrief content for later use if desired.)- see exemplar. <i>Must be included as an attachment to the application</i>	
Include all surveys, including demographics, questions, tools, forms, methods to recruit participants (introductory emails, incentives) or other components of your project-IRB etc. as <i>attachments to the application</i> .	
If social media platforms will be used to recruit and/or communicate with study participants you must include evidence that you have reviewed the platform's terms of agreement (TOA) <u>and</u> have written permission from the platform to use the it as part of the study.	
Organization Approval – If the study involves another organization, including students from other schools, researchers need to provide a Letter or IRB approval from the organization where the project will be completed, <i>signed by the Ethics or IRB committee chair (identified)</i> .	

<i>Must be included as an attachment to the application.</i>	
Permission for use of tool, etc. if appropriate. <i>Must be included as an attachment to the application</i>	
Attach the certificate of completion indicating the Principal Investigator (PI) has completed an approved post-Common Rule (January 2019) human subjects research training or recertification program.	
Read and accept statement at the bottom of the eform by clicking the box. If your research project extends for more than one year, you must notify the IRB committee.	

NOTE: IF YOUR PROJECT PROCESS CHANGES IN ANY WAY FOLLOWING IRB APPROVAL, YOU MUST SUBMIT AN ADDENDUM TO THE IRB COMMITTEE.