**IRB Protocol Application Checklist**

For Faculty/Staff/Outside Agent Projects:

You have completed CITI training and uploaded your certificate using the [IRB CITI Training Submission](https://forms.office.com/Pages/ResponsePage.aspx?id=Ee48rJtpi0Kz7T0wU72PA2MCCoff2MNIhShIPlj04UNUREZVWUZJUVhXVEFJRk5BMVoyN0pETjE3VS4u) form.

All other project investigators have completed CITI training and uploaded their certificates. If there are any

additional personnel who will have access to identifiable data, they must also complete CITI training and upload their certificates.

For Student Projects:

Your project advisor/research committee chair has reviewed your planned IRB submission in advance and has

approved of all methods described within.

You have completed CITI training and uploaded your certificate(s).

All other project investigators have completed CITI training and uploaded their certificates. If there are any

additional personnel who will have access to identifiable data, they must also complete CITI training and upload their certificates.

Spellcheck the application and all appendices. The IRB will not necessarily disapprove a protocol application with grammar and spelling errors, but it is expected that your submissions reflect the appropriate level of professionalism.

Carefully review for any errors or typos on your consent/assent documents, as well as survey and recruiting materials. Any errors must be corrected prior to approval.

You have translated recruitment materials, consent forms, and data collection tools (if applicable). If your subjects speak a language other than English, you must translate anything they will see and the IRB must have a copy.

Submit the IRB Research Protocol Application online. A copy will be sent to the email addresses of all investigators and approvers upon submission.

Watch for the HelloSign email request to sign your submission. Review cannot proceed until all participants have signed.

Plan ahead. IRB review can take up to four weeks. Be sure to submit 5-6 weeks ahead of your anticipated start date.

**Appendices:**

Prep all supporting and related documents in advance. Ensure they are free of errors and properly formatted prior to upload. The IRB must review recruitment materials, consent/assent documents, surveys, interview questions, etc…

*Example Appendices:*

Recruitment Materials: flyers, emails, letters, verbal scripts, other

Informed Consent Documents: consent form, verbal consent script, assent script, parent/guardian consent form, parent/guardian consent script, cover letter, debriefing statement, other

Data Collection Tools: questionnaires, surveys, interview questions and scripts, focus group questions and scripts, permission/acknowledgement letter from external sites, other

Letters of Support or approvals from research sites

Research Proposal: chapters 1-3 of dissertation, full research proposal submitted to your advisor/program, other