

**Research Development, Integrity & Assurance**

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**Institutional Review Board**

**New Submission Checklist**

To avoid delay in the processing of IRB applications, please ensure that the following are included in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **YES** | **NO** | **N/A** | **ITEM** |
| **[ ]**  | [ ]  | [ ]  | Application with **ALL** sections completed, and any addendum forms, if required  |
| **[ ]**  | [ ]  | [ ]  | CITI Training completed by all researchers including research assistants |
| **[ ]**  | [ ]  | [ ]  | **Proposed Consent Form** (See Template Consent and Consent Guidelines)– All instructional language removed, written at the appropriate reading level for participants |
| **[ ]**  | [ ]  | [ ]  | **Proposed Assent Form** (If minors are involved) – Written at the appropriate reading level for the age group  |
| **[ ]**  | [ ]  | [ ]  | **Instrumentation** – All surveys, questionnaires, standardized assessment tools, interview questions, focus group questions/prompts or other instruments of data collection |
| **[ ]**  | [ ]  | [ ]  | **Recruitment Materials** – Letters to potential participants, advertisements, flyers, listserv postings, emails, brochures, SONA postings, telephone scripts, presentation scripts, etc. |
| **[ ]**  | [ ]  | [ ]  | **Grant Applications** – If the research is funded, include the grant application as submitted to the funding agency (Please note that the IRB application title must match the grant application title.) |
| **[ ]**  | [ ]  | [ ]  | **Debriefing Form** – If the study proposes to use deception or incomplete information to participants |