IRB SUBMISSION CHECKLIST

Study Title _____

Principal Investigator _____

Date you plan to begin collecting data* _____
(Remember it may take up to 2 weeks to review your study after your packet is completed)

Please use this checklist to prepare a human research study proposal for IRB review.
Your submission packet should consist of…

(1) **Cover Documentation**

- ☐ THIS CHECKLIST (with all applicable items checked off)
- ☐ IRB Submission Summary Form (and NIH "Protecting Human Research Participants certificates and updated CV if current ones are not on file)

(2) **Protocol and Related Documents**

- ☐ Protocol (Rationale, Study Details, Sample of testing instruments, Reference list, etc.)
- ☐ Conflict of Interest Form (if the study is sponsored)
- ☐ Advertisement to be used to recruit subjects (If applicable)

(3) **Informed Consent Documentation**

For studies where information is collected from subjects using questionnaires, interviews, or surveys

- ☐ Survey Consent (a.k.a. Preamble Consent Form)

For studies with forms of data collection other than interviews or surveys

- ☐ Consent Form
- ☐ Consent Form Checklist with each item location in the consent appropriately referenced

*Data collection may not begin until formal approval is given by the IRB.