



INSTITUTIONAL REVIEW BOARD CHECKLIST

Submitted By: _____

Date: _____

As part of the IRB process, the Principal Investigator must supply the following required information and documentation listed below. **Include completed checklist with your submission.**

- Brief description of the background and purpose of the research. Spell out acronyms the first time they are used; and use consistent terminology.
- Data Collection instruments (surveys, interview questions, etc.), or
 - Not applicable as research involves no test items.
- Description of the procedure for ensuring the following for research participants:
 - Anonymity (the researcher will not ever be able to link names or personal identifiable information), or
 - Confidentiality (the researcher will be able to link names to the data but will keep that information private), or
 - Neither anonymity nor confidentiality
- For **online surveys only**, indicate how your data are stored:
 - Online survey data are emailed to the researcher
 - Data are stored online
 - A combination of the above. (Please specify in your procedural section)
 - Physical location (e.g., office)
 - Other (please specify) _____
- Consent document(s) and script for obtaining informed consent.
- Copy of recruitment materials, if applicable (e.g., emails recruiting participants and/or the description of the study in online participant pool sign-up systems).
 - How and when participant eligibility criteria are communicated (if necessary).
- Letters of IRB approval from cooperating institutions (if applicable), or
 - Not applicable as no other institutions are involved.
- Evidence of human subjects' protection training completed within two years

Principal Investigator's Signature