

## **IRB SUBMISSION CHECKLIST**

The following checklist can help to speed along the application process. These items represent errors we usually see from first-time applicants. Applications that are submitted with missing items typically take much longer to process.

- The application form has all required signatures. (Note: Students must submit applications with physical signatures. Faculty can sign electronically.)
- All questions have been answered, and the language is clear and has been proofread.
- I have attached my survey instrument (if applicable).
- I have attached the consent and/or assent form(s). \*If no forms will be used, clearly explain in Question #19 the process being used. If a waiver of consent will be requested, clearly explain the circumstances for the request, and attach the wording used for the waiver of consent (can be part of the survey instrument).
- I have attached my CITI certificate of training for the Group 1 modules in the protection of human subjects in research. Requests will not be processed without proof of training. The current training course is valid for three years. For student research, faculty advisors are also required to submit their CITI certificate with the request.
- I have carefully read the Conflict of Interest section and have ONLY checked the applicable boxes. If there is a potential Conflict of Interest, I have filled out and attached the Conflict of Interest Disclosure Statement.
- If submitting a physical copy, I have not stapled my forms. Instead, I have organized the forms using paperclips, binder clips or a folder.
- I have attached my letter of permission for the location the study is taking place.
- If the proposed research is externally funded, provide the grant or contract title.
- I understand the difference between confidentiality and anonymity and have only checked one of these choices for Question #18.