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**APPLICATION CHECKLIST**

***This checklist is to help you verify the completeness of your research proposal application for IRB review. Remember, if your application is not complete, it will be returned to you to complete and re-submit.***

1. \_\_\_ For each investigator, is documentation of required education in ethics/protections for

 human subjects attached?

 **Note: This is required for ALL expedited and full review applications.**

1. \_\_\_Did you answer every question?
2. \_\_\_ Is the correct time frame for the research given? (Do not give a date that is before you

 submit the application.)

1. \_\_\_ Are copies of subject recruitment flyers, advertisements, newspaper and/or e-mail

 announcements attached?

1. \_\_\_ Are copies of instruments, tests, questionnaires, and surveys attached?
2. \_\_\_ In the description and informed consent, did you use lay language, or define discipline

 specific terms?

1. \_\_\_ Are the procedures described step-by-step, so that a clear “picture” is given of what subjects

 will do?

1. \_\_\_ Are copies of the informed consent, parent permission, assent, cover letter and/or debriefing

 statement attached?

1. \_\_\_ Have all signatures been obtained – the *investigator(s),* the *department chair*, and the *faculty*

 *advisor* if student research?

1. \_\_\_ Do you have the correct number of copies?

**Do NOT send this checklist with your application**