



### **IRB Application Checklist**

**Do not submit this checklist with your application packet.**

Please use the checklist below as a guide to assuring your application is complete.

- Evidence of completion of human subjects training (CITI or other)
- Completed application cover sheet including all signatures
- Application narrative as a Word document
- Data collection documents (please provide translations when appropriate)

Informed Consent Documents: Please include the documents as applicable to your research.

- Consent Form(s) (adults)
- Assent Form (minors)
- Parental Consent Form (parents of minors)
- Permission Form for Location of study (could also be a letter of support/collaboration from facility, school, agency etc.)
- Video Consent Form (additional video consent is required if video is used)

#### **NOTICE:**

- a) Delays occur in processing when applications are submitted missing necessary pieces or that require revision before approval can be given. Please plan accordingly to allow at least 30 days for exempt and expedited IRB applications.
- b) **You may not begin your research until IRB has issued you an approval letter.**