IRB submission checklist for researchers:

☐ completed application (all questions answered)
  a. Does the application adequately address the purpose/rationale of the study?  Yes ☐ No ☐ (includes stating the research hypothesis and predicted outcomes)

b. Does the application adequately address the scientific need of the study?  Yes ☐ No ☐

c. Is the study design consistent with and able to address the research questions?  Yes ☐ No ☐

d. Are there ethical issues* regarding the study’s design?  Yes ☐ No ☐
  *Ethical issues may include, but are not limited to, the Belmont report principles: respect for persons, beneficence and justice.

e. Are there issues concerning privacy of the participants in this research?  Yes ☐ No ☐

f. Are there issues concerning confidentiality of the data.  Yes ☐ No ☐
  (with regard to privacy, confidentiality and other ethical issues all potential challenges and safeguards are explained)

g. Does the application have the appropriate signatures?  Yes ☐ No ☐

h. Participant recruitment and selection adequately explained  Yes ☐ No ☐
  *inclusion/exclusion criteria justified; equitable selection, if reimbursement is being used, is it appropriate for the study being conducted?

☐ all measures are attached

☐ all stimuli are attached

☐ informed consent is attached

☐ all recruitment materials (emails, sign-ups, flyers) are attached

☐ debriefing statement is attached

☐ certificates of completion for IRB training are attached

☐ If your research is international, is the participating institution’s IRB approval or deferment attached?

☐ If your research is international, is the participating institution’s IRB contact information included in your application?