**Institutional Review Board**

**Pre-Submission Checklist**

*Use this checklist to ensure that you have assembled all the materials required for your proposal* ***before*** *submitting them to the IRB chair. Note:* ***doctoral students do NOT need to include chapters of their dissertations or documentation of their proposal defense.***

Face Sheet has been completed in its entirety.

Certificates of completion from CITI training for **all** researchers and advisors

Correct level of review (Exempt, Expedited, Full) has been chosen and appropriate application is complete in its entirety.

Research Question/Hypotheses are clearly identified

Target population is clearly identified

Recruitment methods are clearly described

Instruments/means of data collection are clearly described

Ethical handling/storage/deletion of data is clearly described

Risk is clearly and honestly described, along with mitigation plans

A clear method of obtaining consent has been identified. Drafts of all consent documents are included with application.

Copies of all recruitment materials and planned interactions with participants are provided (e.g. emails to recruit, reminders to complete a survey, thank you notes, etc.)

Copies of all survey or interview questions are provided, with references where appropriate. Permission to use published instruments is provided.

Any relevant supplementary documentation is provided (e.g. copies of reading materials to be used, description of tasks the participants will complete, description of an intervention being tested, etc.)

Letter of support from any institution you are targeting for recruitment, signed by an appropriate administrator (e.g. a Dean or Superintendent).