**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).