



APPLICANT & SUPERVISOR IRB CHECKLIST

Applicant Full Name: _____

E#: _____

Title of study: _____

The Applicant and Supervisor will review this IRB Submission Checklist together to ensure that there are no missing items and that you have both read and approved the entire IRB Application before submitting it.

Please check off each item as you complete it together.

- completed CITI human subjects research training (social-behavioral or biomedical, as appropriate) with CITI HSR Certificates of both Supervisor and Applicant submitted with the IRB application. Two CITI certificates must be submitted – one for the applicant and one for the supervisor.
- reviewed the research instruments and tools (surveys, interview protocols, observation logs, etc) to determine any potential harm or risk to human subjects
- approved the plan for data collection & analysis to determine adherence to ethical standards of practice
- reviewed Informed Consent forms for alignment, inclusiveness, transparency, and accuracy with intended research. Have discussed and determined whether any of the following are necessary: parent consent, child assent, translated informed consent forms.
- reviewed Site Authorization forms for alignment, inclusiveness, transparency, and accuracy with intended research, if any sites are being used. Note that any research done with members of CUI requires a signed SA form from Deborah Lee in OIRA. Any research done with a specific CUI student athletic team requires a signed SA from the team coach and Deborah Lee. Any research done with CUI student athletes as a general population (e.g., not just members of one team) requires a signed SA from the CUI athletic director and Deborah Lee. These signed SAs need to be submitted along with the IRB application.
- copyread the applications and forms for readability and good writing standards (e.g., APA formatting, references and in-text citations)



- discussed and are in agreement that they are together legally and financially responsible for any human subjects research risks and liabilities that arise from the study

- discussed a reasonable timeline for research commencement (assuming an optimal 2-4 weeks' IRB Review)*.

* Please note that expected time for completion of IRB Review is dependent on submission of completed application with all necessary documents, some which require external approvals (such as site authorization) which will require their own requisite time to complete.

Please have your Supervisor sign below by typing their name upon completion of each item on the checklist above.

Supervisor Name (please type name): _____

Supervisor Signature: _____

Date: _____