IRB Submission Checklist

Human Subjects	▪ Describe the approximate number of human subjects to be included in your project. ▪ Describe in detail how human subjects will be recruited.
Research Protocols	▪ Describe the research methods, including the rationale for general approach, research objectives, hypotheses/inquiry, interventions, data gathering instruments, data analysis, and use of results. ▪ Describe how you will debrief the participants after completing the research.
Consent Form	The consent form must be included in the submission and explain the following: - The purpose of the research, the procedures to be followed, and expected duration of the subject's participation. - Any reasonably foreseeable risks or discomforts to the subject. - Any benefits to the subject or to others that may reasonable be expected from the research. - Appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject. - The extent, if any, to which confidentiality of records identifying the subject will be maintained. - That participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled. - Contacts to answer questions that participants may have about the research activities. (The researcher and faculty advisor (if a student) should be listed as the individuals to answer questions about the research activities). - Contacts to answer questions that participants may have about their rights as research subjects. (The OVPR office should be listed to answer questions about their rights as research subjects.) - What free resources will be available to the participants should they feel distressed and/or uncomfortable. - The incentives to participate in the research, e.g., money, extra course credit, raffles, etc. ▪ Language reading level needs to be appropriate for the intended participants. ▪ Explain audio-taping and/or video-taping if included as a method. ▪ Explain what will happen to the audio or video tapes or recordings upon research completion. ▪ If needed, include a cover letter with information normally included in a consent form.
Research Instru-ments	▪ Include a copy of the questionnaire/survey instrument you propose to use. ▪ Make sure that questionnaire/survey instrument does not identify participant information contrary to Consent Form. ▪ The introduction to an online survey should include a statement informing the participants that completion of the questionnaire will imply consent. ▪ The introduction to the survey should include a statement informing the participants whether they will be required to answer every question or may leave some unanswered.
Approval and Training	▪ Include approval signatures of the Faculty Advisor and/or Department Head/Dean. ▪Include a copy of the written approval from an authorized official of the facility where the research is to be conducted. ▪ Include a copy of the training certificate for researcher and advisor (if necessary).