

Faculty Chair/Sponsor IRB Checklist

	Principal Investigator (PI) Completed Steps 1-6, outlined on Pepperdine IRB website homepage.
	PI consulted Faculty Chair/Sponsor before making appointment (Step 5) for IRB consultation.
	<p>PI Answered all parts of each question related to study; Marked all checklists</p> <ul style="list-style-type: none"> • Exempt Paragraph Sections (2A-B), and other applicable sections • Purpose (1A-D) • Study Procedures (2A-C) • Subject Population (3A-L) • Risks (4A-B) • Benefits/Alternatives (5A-B, 6A-G) • Potential Conflict of Interest, if applicable • Informed Consent (8-1, 8-2) • Assent (9: 1-3), if applicable • HIPAA • Attachments
	Study Procedures 2b: Described <u>all</u> steps in the research study including: screening, selection procedures, recruitment process, data collection process
	<p>Risks: 4a: Described all potential risks (even for minimal risk studies)</p> <p>4b: Described all procedures to protect or minimize risks</p>
	Benefits: 6a, 6b: Checked all appropriate boxes
	Benefits: 6c: Described all parts of prompt in detail: i) How is each type of data kept confidential or anonymous (digital copies, virtual meetings, audio recordings, hard copies, etc); ii) How is each type of data kept secure? iii) How will you destroy each type of data? iv) How long will you keep the data?
	PI used all form templates from Pepperdine IRB website.
	Attachments: All required forms are attached: Dissertation proposal, Citi Human Subjects Training certificates of PI and Faculty Chair, Consent Forms (and Assent if applicable), Site Approval, Surveys, Interview Questions, Recruitment Forms, etc.
	PI checked the application for completeness.
	Faculty Chair/Sponsor reviewed the contents of each response for relevance to the prompt.
	Faculty Chair/Sponsor checked for completeness of responses to each prompt.

As faculty Chair/Sponsor, I acknowledge that the above items were checked for PI completion before submission of application to the IRB.

Signed _____ Date _____