Graduate and Professional Schools IRB

Initial Application Checklist

Please use this checklist to complete the application procedures for submission of your initial Full, Expedited or Exempt proposal for IRB review.

The following materials are to be submitted to the Graduate and Professional Schools IRB (GSP IRB) Office:

_____ 1. Cover letter to the GPS IRB indicating the following:

___ 1. the applicant has read and will act in accordance with the ethical principles for human research protections (Psychology faculty, staff and students need to add: and as established by the American Psychological Association for conducting research with human participants);

___ 2. if applicable, applicant must state she/he has not violated any copyright laws in the use of the instruments for the proposed study (and state that she/he will either purchase instruments or provide copy of permission to use instrument from the copyright holder);

___ 3. if applicable, the applicant has fulfilled any departmental requirements (e.g., passed the preliminary oral exam); and

___ 4. the applicant may add any additional information that is felt pertinent to the IRB application that is not otherwise addressed (e.g., approval received from another IRB).

(15 copies for Full Applications; 2 copies for Expedited and Exempt Applications; 1 electronic copy)

_____ 2. Faculty Supervisor Review form completed and attached (if applicable)
(15 copies for Full Application; 2 copies for Expedited and Exempt Applications)

_____ 3. IRB Educational component(s) completed by the principal investigator and all members of research team, including the faculty supervisor (if applicable)

___ A. Certificate(s) of completion of human subjects training completed

___ B. Certificate(s) of completion of HIPAA education completed (<u>if applicable</u>)

(1 copy for Full, Expedited and Exempt Applications)

_____ 4. The IRB Application (Exempt or Expedited/Full) appropriate for the type of research that is proposed, including:

___ (1) Section 1 of the IRB application should be written to be <u>understandable to individuals who do not have a background in your area of study, and do not have training in research methods</u>. It should put the proposed study into context, with references to the scholarly literature.

___ (2) a full set of appendices of materials disseminated to the subjects during recruitment, consenting, data collection, and debriefing,

___ (3) additional *required* documents, such as permission to use copyrighted materials, permission to access a data archive, permission to recruit subjects from a site, IRB approval from another institution (Note: such documentation is required before final IRB approval can be given).

___ (4) Informed consent process and form (and assent form, if applicable) (or Application for waiver or alteration of consent process) Please see Section VIII of the manual for components of informed consent to include.

___ (5) HIPAA applicability and procedures addressed. If HIPAA applies to the proposed study, either:

___a. Waiver of Authorization form attached; or

___ b. Authorization form attached

___ (6) Security of data procedures which include:

___ a. storing data securely for 5 years (or 6 years if study falls under HIPAA) then destroyed

___ b. maintaining separation of subject identity from subject data

___ c. if data are going to be archived for use by other investigators in the future, need to delineate the terms of data access and use

___ (7) All required signatures

(15 copies for Full Applications; 2 copies for Expedited and Exempt Applications; 1 electronic copy)

_____5. Dissertation proposal or other research proposal, which includes all instruments and materials to be used in the recruitment of subjects and in the conducting of the research.

(2 copies for Full Applications; 1 copy for Expedited and Exempt Applications)

_____ 6. A separate copy of only the Method section of a dissertation proposal, or a statement summarizing the methods of the proposed study.

(1 copy for Full Applications only)

_____ 7. Have all procedures been taken to ensure the protection and dignity of all subjects with whom you will have contact and/or whose data you may use?

Thank you! If you have any questions about this checklist or process, please contact the Graduate and Professional Schools IRB Office. We look forward to reviewing your proposal.