Checklist for IRB Submission and Classification

Submission Requirements: Information that must be submitted before an application can be evaluated

Application form   ___ Yes   ___ No   All items completed

Proposal/protocol
    Consent/Assent Form(s)   ___ Yes   ___ No   Unless implied consent
    Data collection instruments   ___ Yes   ___ No   Survey/interview questions

Supporting documents
    Institutional approval   ___ Yes   ___ Not Applicable   ___ No   If at another institution
    Training certificates   ___ Yes   ___ No   All investigators & approval advisor

Required Protocol Elements: Characteristics/Procedures that must be described/explained in detail before evaluation by the IRB Office

Population	___ Yes	___ No	Minors/vulnerable populations
Recruitment	___ Yes	___ No	Pressure/concealment
Consent	___ Yes	___ No	Informed/voluntary
Procedures/experiences for subjects	___ Yes	___ No	Informed/voluntary
Data collection	___ Yes	___ No	Sensitive topics
Risk/benefit	___ Yes	___ No	More than minimal
Recording	___ Yes	___ No	Written/audio/video/online
Confidentiality	___ Yes	___ No	Identification/storage