Checklist
(student, faculty, staff)
IRB Proposals

Proposal # ________________________________

Before your proposal can be reviewed by the committee all of the items below must be included with your final submission.

________ IRB Request for Approval form completed and signed (advisor & researcher)

________ Describe on a separate piece of paper the answers to question #9 on the Request for IRB Approval form.
• Objective of the study attached.
• Researcher’s qualifications for the study and qualifications of faculty advisor attached
• Research design and methodology is attached

________ Recruitment procedures used to recruit subjects is attached.
   - specifically describe how the subjects will be recruited, including how information goes to and comes from the subject to the researcher.

________ Potential risks and benefits of study participation is identified.
   • Precautions taken to provide anonymity and privacy identified and attached.

________ All copies of instruments, informed consent forms and (if indicated) debriefing procedures must be attached.

________ Data storage & destruction procedures described.

________ Final report or paper, providing references to any published material used.