# Checklist for Submitting Your IRB Protocol

**Preliminary Steps: Does My Project Need IRB Review**

☐ If you are uncertain if your project involves human subject's research, consult the IRB Getting Started webpage and click the "*Determination of Human Subjects Research*" box. This information is provided to assist in determining if the work meets the regulatory definition of human subject's research requiring submission of a protocol.

☐ Principal Investigator or faculty advisor (if investigator is a student) and key research personnel has completed the applicable Human Subject's training.

**The Protocol Application**

☐ You have filled out the appropriate IRB Application (posted in IRBNet) which provides a complete description of the methods and procedures of the proposed research.

☐ If the Principal Investigator is a student, the proposed research must be shared with the faculty advisor for review and acknowledgement by electronically signing the project via IRBNet online management system.

**Data Instruments and Recruitment Materials**

☐ If applicable, you have prepared all data instruments and other materials to be administered to prospective participants (e.g., surveys, questionnaires, interview questions, recruitment materials).

**Consent and Assent Materials**

☐ If applicable, you have prepared the appropriate consent and assent documents (i.e., whether a consent form or information sheet/oral script) containing all of the required elements as outlined in the applicable Informed Consent template.

**Approvals from Outside USA Entity**

☐ If applicable, you have obtained approval from the appropriate authority if you are recruiting potential subjects from outside the USA entity, such as specific businesses, organizations, etc. The letter of permission or acknowledgement must be either on their letterhead or in email format, provided that the title and complete contact info of the person affirming approval are given. The letter of permission or acknowledgment should also include the research team members' names, the title of the study, the inclusive dates for which the conduct of the study is valid, and a description of the activities that are being agreed to.

IRB online submission instructions/checklist and creating a new user registration via IRBNet is located on our IRBNet web page.