**HUMAN SUBJECTS INSTITUTIONAL REVIEW BOARD**

**CHECKLIST FOR SUBMITTING YOUR IRB APPLICATION**

**Initial Step ☐**  Principal Investigator/Faculty Research Supervisor has completed a [CITI online training](https://my.davenport.edu/academics/institutional-review-board-irb/faqs#e2) on Human Subjects Certification Program (HSCP). Attach the certificate of completion to your application.

**IRB Application ☐** You have completely filled out the application form – Human Subjects Research Review (HSR-1): Cover Sheet & Form - available on the IRB Website https://my.[davenport](https://my.davenport.edu/irb/forms-procedures).edu/irb/forms-procedures

This should include a detailed description of:

* Cover Sheet Information
  + Application status
  + Research project title
  + Contact information and signatures of Principal Investigator and Faculty Research Supervisor
* Purpose & Summary of the study: These include:
  + Brief description of the research
  + Overall goals of the project
  + A brief description of research procedures
* Participants/recruiting methods: These include:
  + The population to be studied and number
  + Recruitment procedures
* Data Collection methods and procedures: These include:
  + Questionnaires, interview protocols
  + How deception will be used (if applicable)
  + Electronic recording procedures (if applicable)
  + Maintaining confidentiality and/or anonymity
* Consent and assent procedures: These include:
  + Written and oral consent (where applicable)
  + Procedures to inform potential participants
  + Assent for children under 18 years of age
  + Parental/guardian permissions
* The benefits/potential risks of study for:
  + Participants
  + Professional community
  + Include: Procedures to minimize the risks of participating

**Permission from ☐** If you have obtained permission from institutions (both Davenport and

**Institutions** others) that serve as a source of records and information or from whose facilities you will be conducting your research, you have provide:

* Institutional Permission Letter (where the research is taking place). The letter must: be on the institution’s letterhead, have the title of the project/study, and have the name and signature of the individual granting permission.
* IRB approval from the institution(s)
* Permission to use the institutions’ facility and resources
* Research protocols to be followed

**Data Instruments** ☐ If applicable, you have attached all the data collection instruments (surveys, questionnaires, interview questions, tests).

☐ If applicable, you have attached permissions to use data collection instruments that have copyrights.

**Informed Consent ☐** If applicable, you have attached the consent form/letter or script that you will use in seeking informed consent from participants. Sample informed consent forms and oral instructions to participants can be viewed at <https://my.davenport.edu/irb/forms-procedures>

**Signatures** ☐ Principal Investigator & Faculty Research Supervisor have read and signed the student’s IRB application. Typed signatures are not valid.