

APPENDIX A: CHECKLIST FOR SUBMITTING YOUR IRB PROTOCOL

1. EXEMPT REVIEWS

- ☐ Take the IRB training <http://phrp.nihtraining.com> and download certificates of completion (for all researchers, university supervisor/sponsor, and if applicable external thesis/dissertation supervisor)
- ☐ Complete the Exempt Review Checklist
- ☐ Complete the Exempt Review Application and obtain signatures
- ☐ Complete Site Authorization Form(s) as applicable, and obtain signatures for non-CUI sites
- ☐ Attach any measurement instruments and other materials to be distributed to participants (e.g., surveys, tests, questionnaires, interview questions); and if applicable, translations AND have a Verification of Translation Accuracy Form signed by someone other than yourself who is adept in the language
- ☐ Attach recruitment materials, if using
- ☐ Submit all of the above together in one e-mail to irb@cui.edu with “(name of program) IRB Application - Exempt Review - (Last Name)” in the subject line

2. EXPEDITED AND FULL BOARD REVIEWS

- ☐ Take the IRB training <http://phrp.nihtraining.com> and download certificates of completion (for all researchers, university supervisor/sponsor, and if applicable external thesis/dissertation supervisor)
- ☐ Use the Expedited Review Checklist to determine if your project needs Expedited or Full Board review. If your project meets requirements for an Expedited Review, complete and attach the Expedited Review Checklist with your application
- ☐ Complete the Expedited & Full Board Application and Protocol Narrative and obtain signatures
Note: The Expedited and Full Board application is basically the same; however, the length of review time is longer for Full Board Applications.
- ☐ Attach any measurement instruments and other materials to be distributed to participants (e.g., surveys, tests, questionnaires, interview questions)
- ☐ Attach appropriate consent form(s), letters, and scripts containing all of the elements of informed consent
- ☐ If applicable, provide translations of both the consent forms and all measurement instruments to be distributed to participants AND have a Verification of Translation Accuracy Form signed by someone other than yourself who is adept in the language
- ☐ If applicable, attach Site Authorization Form and other institutions’ IRB approvals
- ☐ Attach recruitment materials, if using
- ☐ Submit all of the above together in one e-mail to irb@cui.edu with “(name of program) IRB Application - (type of review requested—expedited or full board) - (Last Name)” in the subject line