

IRB SUBMISSION CHECKLIST

This checklist is intended to be a supportive document for those submitting a proposal for IRB review (exempt, expedited, or full level review). Protocols should include these items where applicable to support the timeliness of the review process. Please read through the full checklist before starting on your proposal form. Proposals are reviewed on a rolling basis. The IRB will typically respond to a submission with questions or approval within a week, but please allow for up to two when planning your research project.

1. ____ To submit your IRB proposal:
 - Attach to an e-mail the IRB proposal form with electronic signatures;
 - Include all paperwork (as necessary – see below) as attachments (preferably a single PDF – Word documents will also be accepted);
 - cc each person who signed the IRB proposal form;
 - E-mail submission to IRBProposals@bakeru.edu.
2. ____ IRB Proposal Form
 - Select requested level of review.
 - Include all approval signatures – faculty supervisor(s) and coinvestigator(s) must *electronically* sign the form themselves.
 - Describe the research methods, including the rationale for general approach, research objectives, hypotheses/inquiry, interventions, data gathering instruments, data analysis, and use of results.
3. ____ Copies of certificates of completion by the Principal Investigator (PI) of online human research training modules (all five certificates must be attached); visit [Human Research Protection Training](#)
4. ____ Consent and assent forms (if applicable)
 - The purpose of the research, the procedures to be followed and anticipated extent of the subject's participation.
 - Any reasonably foreseeable risks or discomforts to the subject.
 - Any benefits to the subject or to others that may reasonable be expected from the research.
 - Appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject.
 - The extent, if any, to which confidentiality of records identifying the subject will be maintained.
 - That participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled and the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled.
 - Contacts to answer questions that participants may have about the research activities. (The researcher and faculty advisor (if a student) should be listed as the individuals to answer questions about the research activities).
 - Contacts to answer questions that participants may have about their rights as research subjects.
 - What free resources will be available to the participants should they feel distressed and/or uncomfortable.
 - The incentives to participate in the research, e.g., money, extra course credit, etc.
5. ____ Interview instruments/questionnaires (if applicable)
 - Include a copy of the questionnaire/survey instrument you propose to use.
6. ____ Recruitment documents (such as emails, advertisements, flyers, cards) (if applicable)
 - Describe how human subjects will be recruited.
 - Describe why human subjects were selected or invited.
7. ____ Letters of commitment/approval from collaborating organizations (if applicable)
 - Include a copy of the written approval from an authorized official of the facility where the research is to be conducted (if applicable).
8. ____ Copies of other IRB approvals (if applicable)