

2018 COE IRB Submission Check-list: All inquiries on your IRB should be handled by messages within IRBNET.

1) Upload all required materials for your submission into IRBNET.ORG

IRB forms: Form 1_New and Appendix 1a (both required and found in **Other Tools** on IRBNET.ORG)

2) Consent form(s)-age appropriate language-written in lay terms (there are different examples of consent forms with required wording and information-see reference 3)

Consent form-select the correct type, add initials, if more than one page; added check boxes if audio or video taping data collection; internet data collection has a special consent form

Child Assent form(s)-if subjects are under 18 years of age

Parent consent form – if applicable to your study procedures

Copies of any subject recruitment materials (e.g. advertisements, flyers)

Copies of any questionnaires or data collection materials

Have you described how your data will be secured and protected?

Copies of any grant/contract/scope of work, and the associated methods associated with the data collection (technical portion)

Copy of your CITI training-all persons involved in Data collection (i.e. research assistants)

Must be listed on the protocol and complete the CITI training-prior to their participation.

Letters from collaborators/cooperation-if needed

Did you do a spell check on all of the materials? Did you use the templates provided to make sure that you have included all of the required information?

Did you answer all the questions thoroughly? IRB's are approved for up to a year-this includes data analysis. Did you indicate this timeframe in your application?

3) Signatures Process:

a) A. Have all of the PI's signed off? Do this after all of the materials have been uploaded and are complete. Thesis/Dissertation Advisors need to be listed as the PI. **DO NOT SUBMIT or Lock** your application UNTIL it is reviewed and signed off by your advisor, your department chair and the Dean's office. Send the department chair an email when it is time for their review of the materials from within IRBNET.

b) B. Have you granted the department chair access so that they can sign-off and the Dean's office?

Communications Sciences & Disorders-Deena Wener

Counselor Education-Paul Peluso

Curriculum, Culture, and Educational Inquiry-Emery Dilys Schoorman

Educational Leadership-Bob Shockley

Exceptional Student Education-Michael Brady

Exercise Science & Health Promotion- Michael Whitehurst

Teaching & Learning-Barbara Ridener

Dr. Torok and Dr. Bristor-Dean's Office

After Dr. Torok has signed off, the PI then locks and submits the project to the IRB for review

4) Give yourself plenty of time for the review process to occur, as not everyone is sitting in front of a computer, waiting for your materials.

NO DATA COLLECTION UNTIL YOUR STUDY HAS BEEN APPROVED by the IRB!-even Pilot Projects
