IRB Proposal Check List

This form is optional and is for the benefit of the researcher. You may use this form to ensure you have completed your IRB proposal in full. It does not need to be submitted to the IRB with your proposal.

Part A is completed in full, including faculty sponsor for students.

Part B is complete, indicating the type of review being requested.

Part C is complete, including checking all the applicable boxes.

The proposal form is signed by the principal researcher.

For students- the proposal form is signed by the faculty sponsor.

All sections of Part D are complete giving the IRB a clear indication of the research being proposed, the sample to be used and data collection tools.

All sections of Part E are complete giving the IRB a clear indication of the protection of human subjects.

The Informed Consent is attached as an addendum to the proposal form.

A copy of all tools being used for data collection is attached as an addendum to the proposal form.

A copy of the certificate of completion from the ACRP Research with Human Subjects training is attached as an addendum to the proposal form.

For children under the age of 18, an assent form is attached as an addendum to the proposal form.

If needed, a copy of the letter giving permission to conduct research at an agency, organization or school.

If the project has already been approved by an IRB elsewhere, a copy of the approval letter from that entity.

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