

## IRB CHECKLIST

### Instructions

This checklist is provided to help researchers submit complete application materials.

1. Complete this form to request initial IRB review of research involving human participants and ensure that you have addressed every requirement of the IRB before submission.
2. Incomplete applications will be returned and will result in a longer IRB process.

**CAUTION: NO RESEARCH ACTIVITY (RECRUITMENT, FLYER DISTRIBUTION, DATA COLLECTION, ETC.) MAY BE CONDUCTED BEFORE IRB APPROVAL IS GIVEN.**

### Application Must Reflect the Following:

- Read and refer to Bushnell IRB human participant document (can be found on BeaconLearning)
- Complete the online ethics training modules through BeaconLearning.
- Complete application with appropriate signatures

### Research plan must include:

- Introduction: Justification for your research study based on brief summary of literature review
- Research question
- Methods of data collection
- Description of participants, research setting, and recruitment procedures
- Provisions for participant identity protection & data storage security
  - If applicable, application must include internet security practices and protection of identifiers linked to personal information (e.g., email addresses, IP addressed, phone numbers for contact or texting)
- Statement of potential research risks to participants (e.g., breach of confidentiality, emotional distress)
- Statement of potential research benefits to participants and the greater field
- APA citations and reference when applicable
- Informed consent form

**Research instruments include:**

- Recruitment materials: email script, letter of support if recruiting via external agency email list serve or mailing, verbal recruitment, scripts (e.g., for classroom or telephone), flyers, posters, brochures
- Research materials: Complete surveys, measures, questionnaires, photographs or other stimuli
- Copies of IRB training certificates for all persons who will collect or have access to data
- Informed consent form(s) in appendices
- If minors (under 18) will be research participants, complete a minor application
- If research involves sites other than Bushnell University, submit copies of IRB approval from each site
- Faculty research advisor must sign application and all related documents for student research

**Additional Information**

**The application forms and the following sample documents are located in My.Bushnell and/or BeaconLearning.**

- Sample Recruitment Script(s)
- Sample Informed Consent

**All materials must be typed; handwritten materials will be returned.**

**For all applications DO NOT leave a question blank; write “n/a” if a question does not apply to the application**

**Credits**

**The above includes information adapted from the following institutions:**

Boise State University

Division of Research and Economic Development

Cornell University

Office of Research Integrity and Assurance

Oregon State University

Institutional Review Board

University of Oregon

Research Compliance Services

U.S. Department of Health and Human Services

Code of Federal Regulations, Title 45 Public Welfare

Washington State University

Institutional Review Board