

## **CHECKLIST for Exempt from Review IRB Applications**

This checklist is designed to assist the researcher in determining if the Human Subjects Application is complete. These are items that committee members expect to be included in an application so that a determination can be made that the rights and welfare of human subjects have been protected.

- \_\_\_\_\_ Title page of application complete with names of all key personnel involved in the project.
- \_\_\_\_\_ Signature page complete with appropriate signatures.
- \_\_\_\_\_ Samples of surveys/questionnaires/instruments.
- \_\_\_\_\_ Written permission to use surveys/questionnaires/instruments from developer OR written evidence that the surveys/questionnaires/instruments are in the public domain OR a statement that the investigator developed the instrument.
- \_\_\_\_\_ Written permission from appropriate persons to use designated subject group or data (e.g., Department chair, dean, university representative in charge of data or subjects). If data are collected at only one school, then permission from the school principal is sufficient unless the school system also requires the superintendent's approval. If data are collected from more than one school in a system, the system superintendent's approval is required.
- \_\_\_\_\_ Informed Consent form (if applicable). The Informed consent form should include names of all people involved in the project in addition to the investigators, and names of additional personnel should be included under item 13 (Key Personnel). The Informed Consent should also include a statement regarding conflicts of interest or state no conflicts of interest exist.
- \_\_\_\_\_ Assent form (if applicable).
- \_\_\_\_\_ Debriefing form (if applicable).
- \_\_\_\_\_ Statement about maintaining and storing data for at least 5 years.
- \_\_\_\_\_ Statement about submitting a final report to the IRB within 6 weeks of project completion.

\_\_\_\_\_ All statements/questions of the application are complete.

\_\_\_\_\_ Certificates of completion for the online training course for all involved personnel.

**Important Note: The application itself, including appendices that are clearly noted within the application, should contain all information and materials required for review of the application. Investigators should not submit a draft or methods section of a thesis, paper in-lieu of a thesis, or other proposal materials with the application to the IRB.**