

CHECKLIST for Exempt from Review IRB Applications

If the principle investigator is a student, then the Faculty Advisor needs to complete this checklist and it must be included in the IRB application.

- _____ 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.

Signature of Faculty Advisor

Date