

INSTITUTIONAL REVIEW BOARD CHECKLIST

Principal Investigator _____

Faculty Sponsor (if investigator is a student) _____

_____ **Copies of IRB Application with all signatures (3 for faculty members, 4 for students)**

_____ **Application contains clear description of study and procedures**

_____ **Application contains copies of any pre-post test instruments, survey questionnaires, interview questions, etc. that will be used**

_____ **Application contains written agreement to participate from any other agencies/groups/organizations involved in the study**

_____ **Copies of Exempt Research Study Application if applicable (3 for faculty members, 4 for students)**

_____ **Informed consent form included if applicable**

_____ **Parental consent form included if applicable**

_____ **Assent form for minors if applicable**

_____ **School principal's signed authorization if applicable**

_____ **School district official's signed authorization if applicable**

_____ **Project begin date**

_____ **Project end date**