

## 2010/11 COE IRB Submission Check-list

### 1) Upload all required materials for your submission into IRBNET.ORG

- ☐ IRB forms: Form 1 & Your research protocol (use Form 1a as a guide for preparing your protocol)
- ☐ Consent form(s)-age appropriate language-written in lay terms (there are examples of different consent forms to use as a guide. They list all of the required information)
- ☐ Child Assent form(s)-if subjects are under 18 years of age
  - Parent consent form – if applicable to your study procedures
- ☐ Copies of any subject recruitment materials (e.g. advertisements, flyers)
- ☐ Copies of any questionnaires or data collection materials
- ☐ Have you described how your data will be secured and protected?
- ☐ Copies of any grant/contract/scope of work, and the associated methods associated with the data collection (technical portion)
- ☐ Copy of your CITI training-all persons involved in Data collection (i.e. research assistants) Must be listed on the protocol and complete the CITI training-prior to their participation.
- ☐ Letters from collaborators/cooperation-if needed
- ☐ Did you do a spell check on all of the materials? Did you use the templates provided to make sure that you have included all of the required information?
  - Did you answer all the questions thoroughly?

### 2) Signatures Process:

- ☐ A. Have all of the PI's signed off; do this after all of the materials have been uploaded and are complete. Thesis/Dissertation Advisors need to be listed as the PI. **DO NOT SUBMIT** your application UNTIL it is reviewed and signed off by your advisor, your department chair and the dean's office. Send the department chair an email when it is time for their review of the materials
- ☐ B. Have you granted the department chair access so that they can sign-off?
  - 1) Communications Sciences & Disorders-Deena Wener
  - 2) Counselor Education-Irene Johnson
  - 3) Curriculum, Culture, and Educational Inquiry-Jim McLaughlin
  - 4) Educational Leadership-Bob Shockley
  - 5) Exceptional Student Education-Michael Brady
  - 6) Exercise Science & Health Promotion-Sue Graves
  - 7) Teaching & Learning-Barbara Ridener

After the chair has signed off-send an email to Dr. Torok for his review.

- ☐ C. Have you granted the Associate Dean and Dean access for signature?
  - Donald Torok and Dean Bristor
- ☐ D. After Dr. Torok has signed off, the PI then submits the project to the IRB for review.

3) Give yourself plenty of time for the review process to occur, as not everyone is sitting in front of a computer waiting for your materials.

**YOU CAN NOT START DATA COLLECTION UNTIL YOUR STUDY HAS BEEN APPROVED by the IRB!**

Remember: A **good mentor** is someone who serves as a counselor or guide to another. Being asked to serve as a **mentor** is an honor. It indicates that the individual has the abilities to have a positive impact on the career and development of another person.