Regis IRB Submission Checklist

| Preliminary Steps | | | |
|--------------------|--|--|--|
| | Primary investigator or sponsoring faculty (if investigator is a student) has completed mandatory online CITI training. | | |
| | Primary investigator has made revisions under supervision of faculty. | | |
| | Sponsoring faculty has reviewed and signed the student's IRB application and provided contact information. | | |
| Proposal | | | |
| IRB a _l | plicati | ion includes the following information: | |
| | | Who the participants are | |
| | | How participants will be recruited | |
| | | What participants will be asked to do | |
| | | The instruments, tests, materials and/or devices that will be used | |
| | | Risks and benefits of the study | |
| | | Procedures used for maintaining confidentiality or anonymity | |
| | | Date of CITI training expiration | |
| Informed C | Consent | | |
| | Consent Form (or Information Sheet for Exempt study), on Regis University letterhead, is included | | |
| | ☐ Consent form includes all sections illustrated in sample consent form on Regis IRB website: | | |
| | □Statement that the study involves research □Explanation of the purpose of the study □Description of procedures to be followed □Statement that the study includes procedures which are experimental □Expected duration of subject's participation □Description of foreseeable risks or discomforts to the subject □Description of any benefits expected from the research □Statement that confidentiality will be maintained □Explanation of whom to contact for questions about the study □Explanation for whom to contact regarding research subjects' rights □Statement that participation is voluntary and that refusal to participate will involve no lepenalty | | |
| | ∟Sta | tement that a subject may discontinue participation at any time | |

| | Copies of all data instruments and other materials to be distributed to participants (e.g. questionnaires, surveys, interview questions) are attached. | | |
|-------------|--|--|--|
| Supporting | g Documents (If Applicable) | | |
| | Original Letter of Agreement from outside institutions or agencies where you are conducting the research. | | |
| | Letter of Agreement includes: written permission on company letterhead, title of study, dates for which permission is granted, title and type-written name of permission-granting authority and authority signature. (Template available on IRB website). | | |
| Supporting | g Documents (If Applicable) | | |
| | Translations of consent forms and all materials to be distributed to participants. | | |
| | A letter of verification signed by a translation authority is included that verifies accurate translation of materials by an individual who is fluent in all applicable languages. An example of a Verification of Translation Accuracy Form can be found at http://www.sjsu.edu/gradstudies/docs/irb_translation_verification.pdf | | |
| Organizati | on of Support Documentation | | |
| | All supporting documents have been combined into a single file using the order specified in <i>Section IX</i> . <i>Support Documentation</i> of the IRB application. | | |
| Signatures | | | |
| Primary In | vestigator Sponsoring Faculty | | |
| Final Steps | S. | | |
| | A completed copy of this checklist has been included with your IRB application. | | |
| | Your IRB application, .pdf file of supporting documents, and checklist have been completed and emailed to irb@regis.edu . | | |

Materials