**Application Checklist**

**(This form is for researcher use and should not be included in the IRB submission)**

**Date:**       **Protocol Title:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Yes** | **No** | **N/A** |
| 1. Human Research **APPLICATION** is a separate PDF or Word file.
 | [ ]  | [ ]  | --- |
| * 1. All areas in Section A are completed. No unanswered items.
 | [ ]  | [ ]  | --- |
| * 1. All areas in Section B are completed. No unanswered items.
 | [ ]  | [ ]  | --- |
| * 1. All areas in Section C are completed. No unanswered items.
 | [ ]  | [ ]  | --- |
| * 1. All areas in Section D are completed. No unanswered items.
 | [ ]  | [ ]  | --- |
| * 1. All areas in Section E are completed. No unanswered items.
 | [ ]  | [ ]  | --- |
| * 1. All areas in Section F are completed. No unanswered items.
 | [ ]  | [ ]  | --- |
| * 1. All areas in Section G are completed. No unanswered items.
 | [ ]  | [ ]  | --- |
| * 1. All areas in Section H are completed. No unanswered items.
 | [ ]  | [ ]  | --- |
| * 1. All areas in Section I are completed. No unanswered items.
 | [ ]  | [ ]  | --- |
| * 1. **Email** **Addresses** used as signatures in Section J for PI and Co-PI.
 | [ ]  | [ ]  | --- |
| 1. If a student is the PI, is the faculty supervisor (i.e., Co-PI) aware of the responsibilities listed in Section J? Student must **copy the instructor on all correspondence with the IRB.**
 | [ ]  | [ ]  | [ ]  |
| 1. All **ADDENDUM** documents are merged into one PDF or Word file (**separate from the application**).
 | [ ]  | [ ]  | --- |
| * 1. Each investigator (PI and Co-PI) and all other key personnel members have a Human Subjects training certificate included in the addendum.
 | [ ]  | [ ]  | --- |
| * 1. All printed and/or electronic recruitment materials are included in the addendum.
 | [ ]  | [ ]  | [ ]  |
| * 1. Informed Consent/Minor Assent using the provided template(s) is included in the addendum. Correct version of the IC was used (online vs. standard)?
 | [ ]  | [ ]  | [ ]  |
| * 1. Letter(s) of Cooperation written on the **institution’s letterhead** are included in the addendum.
 | [ ]  | [ ]  | [ ]  |
| * 1. All measures and/or interview protocols are included in the addendum.
 | [ ]  | [ ]  | [ ]  |