

IRB Checklist

This checklist is provided for your use before submitting a proposal for review by the IRB for Protection of Human Subjects. Forms are available on the IRB website at <https://www.csudh.edu/gsr/research/research-compliance/irb/>

- Cover Sheet (Form A)** – Interactive PDF form or Word Document - Must be signed by PI and Co-Investigator
- Proposal (Form B)** – see details on IRB site
- Letter of permission from off-site location if any part of project will take place in location other than CSUDH
- Recruitment Materials – flyers, letters, advertisements used for recruiting subjects (if applicable)
- Research Instrument – Copy of Survey, Interview Questions, Tests to be administered, Observation Checklists, Screen Shots of computer program

Information letter/Informed Consent – See Forms C, D, E, and F

- Information Letter (optional) if proposal falls in Exempt Category
- Informed Consent Letter – if proposal is Expedited or Full Committee Review
- Parental Informed Consent – if subjects are minors.
- Letter of Assent – if subjects are minors
- Certificate of Human Subjects Protection Training (see on-line tutorial on website under Links)**