Central State University
Check-off List for Conducting Research Involving Human Subjects
Applicable both for New and Renewal Submissions

This check list assists you in submitting a complete application to the CSU Institutional Review Board (IRB) that reviews research involving human subjects. Please note that an incomplete submission may delay the processing of your application. Please submit two complete sets (**original and one copy**) of the following required and applicable materials.

REQUIRED:

- ☐ Protocol Narrative
- ☐ Informed Consent Document (unless exempt, closed to enrollment, or requesting waiver of written consent)
- ☐ Assent Document (if minor subjects will be included)
- ☐ Data collection instrument
- ☐ Letter of Permission or IRB approval from Off-Site Institution/Off-Site Research Agreement
- ☐ Advertisement/Recruitment Materials
- ☐ Sponsor Protocol/Master Protocol
- ☐ Investigator's Brochure
- ☐ "Human Subjects" section of funding proposal
- ☐ Curriculum Vita for all non CSU investigators are to be submitted for review by the CSU-IRB
- ☐ Certificate of Completion of the Human Subjects Research modules (Biomedical or Social and Behavioral) through the CITI training program, at http://www.citiprogram.org/
- ☐ OMB Form "Assurance Identification/IRB Certification/Declaration of Exemption" (for federally funded research)

Please note: Applications will not be reviewed unless the required items are included in the submission.

IF APPLICABLE:

_____ If the study is conducted outside CSU facility, IRB approval from the study site may be required. If the site does not maintain an IRB, then a letter of compliance signed by the Institutional official and written on signed letter head must be forwarded to the committee. The letter must explicitly state the IRB number, study title, name of the Principal Investigator, and the assurance that the site will abide by and comply with the procedures approved by the CSU IRB.