



HUMAN SUBJECTS RESEARCH SUBMISSION CHECKLIST

The checklist is intended for researchers and faculty sponsors to use when conducting their review of the New Research Project Request (IRB application) prior to submitting it to irb@oak.edu. Please do not include this checklist as part of the New Research Project Request application packet.

- New Research Project Request (Exempt and Limited Category) form
 - Primary Researcher or Student Researcher reviewed and have signed the form
 - Faculty Sponsor(s) have reviewed and signed the form

- Supporting Documents
 - Evidence of Human Subjects Protection Training (OCU Certificate of Completion)
 - Data Collection Tools
 - Survey(s)
 - Interview questions
 - Other Collection Tools

- Informed Consent Documents
 - Consent to Participate in Research Project
 - Parental Permission Form for Child's Research Participation
 - Assent Form for Use with Minors
 - Other Informed Consent (Third Party Consent Requirements)

- Means of Communication with Research Subjects
 - Advertisements, posters, or flyers
 - Invitation letters and/or emails
 - Telephone script
 - Speech that will be read or signed by research subject group(s)

- Letter of authorization or support from a research setting (e.g., schools, correctional institutional, medical facilities)

- Letter of authorization or in support to utilize data from an outside organization

- Institutional Review Board (IRB) documents from another institution or organization (e.g., educational institutions that have an IRB, medical institutions, governmental agency)