

OHIO VALLEY UNIVERSITY

INSTITUTIONAL REVIEW BOARD

IRB APPLICATION CHECKLIST

Use the checklist below to make sure you have submitted the necessary paperwork to the IRB

- ☐ **I have completed the necessary CITI Training.** *(You may submit your application prior to completing CITI Training, however the IRB will not be able to approve your research until CITI Training is completed).*
- ☐ **If applicable, I have received faculty chair/mentor approval.**
- ☐ **I have completed the appropriate IRB application in its entirety.**
- ☐ **If applicable, I have created the following supplemental documents:**
 - ☐ Permission Request Letter(s)
 - ☐ Recruitment Materials:
 - 1. Letter(s)
 - 2. Announcement(s)
 - 3. Social Media Post(s)
 - 4. Email(s)
 - 5. Flyer(s)
 - 6. Verbal/Phone Script(s)
 - ☐ Consent Materials:
 - 1. Consent Form(s)
 - 2. Asset Form(s)
 - 3. Parental Consent Form(s)
 - 4. Debriefing Form(s)
 - ☐ Instruments:
 - 1. Survey Questions
 - 2. Questionnaires
 - 3. Interview Questions
 - 4. Focus Group Questions
 - 5. Other test/Assessment Material
- ☐ **I have submitted a signed signature page to the IRB (including chair/mentor signature).**
- ☐ **If applicable, I have submitted proof of permission (as a letter, or email response) to the IRB.**

**Please note: Signature pages and proof permission may be submitted as PDF's.*