

Dissertation Chair IRB Certification Checklist

CHAIR'S SUBMISSION INFORMATION	
	CITI training is current and will not expire within the next three months.
	You have provided the IRB Office with a copy of your training completion certificate if your CITI record does not automatically appear in Cayuse. (To check, click on 'View' next to your name in the Personnel section of the application.)
	Completed online COI disclosure (available on the IRB website).
	While documentation is not required, chairs should not certify a student's submission to the IRB unless the entire dissertation committee has approved the research proposal.

STUDENT'S SUBMISSION INFORMATION	
	Generally, application responses are thorough, comprehensible, logical, and detailed using lay terms. Responses provide the appropriate information that is being sought from the question.
	The application type (exempt or non-exempt) seems appropriate for the study.
	When the exempt application is used, all research activities fit in exempt categories.
	The risk assessment is appropriate for the study.
	The purpose of the research has been clearly stated.
	The attached research proposal is the final version and matches the information and procedures provided in application responses. (NOTE: The first three dissertation chapters are not the research proposal.)
	Study dates are realistic and include time needed to collect data and remove any identifiable information from the data for analysis.
	Each step of the data collection plan is clearly described and flows logically.
	Data collection materials are included (i.e., surveys, interview protocols, observation checklists, etc.), as they will be presented to subjects, and have been proofread carefully.
	Letters of support from any business, organization, institution, social media page, and so on have been included and contain required information.
	Eligibility and inclusion/exclusion criteria are equitable and logical.
	How an investigator will gain access to the study population has been clearly explained.
	Recruitment procedures are clearly described.
	The consent process has been clearly described.
	The informed consent document is thorough and understandable, written at a sixth grade reading level.
	If the research plan includes recording subjects, permission to audio and/or video record is specifically requested on the consent form.
	If minors are included in the research, parental consent and/or child assent forms are included.
	Any compensation to research subjects is reasonable.
	Recruitment materials are included and have been proofread carefully.
	Other attachments appropriate to the study are included (e.g., translations, grant proposals, etc.).
	The data security plan is thorough and adheres to institutional requirements.
	The student has certified the submission.