Embry-Riddle IRB Application Check List
What to have ready before You Apply

To ensure that your application is complete and ready to be reviewed, please verify that you have included all information necessary for an IRB reviewer:

1. Investigator Information
   - ☐ Name of all investigators including the Principal Investigator (person responsible for the Project.)
   - ☐ Campus
   - ☐ College
   - ☐ Faculty/Student/Staff-Admin
   - ☐ Degree Level (For students, the degree program you are working on. For faculty, level of degree.)
   - ☐ Date of Start of Research (No data can be collected prior to IRB approval.)
   - ☐ Type of Project (Survey, Interviews, etc.)
   - ☐ Title of the Project (Keep consistent in all documents.)
   - ☐ Funded? (IGNITE, FIRST Program, NSF, etc.)

2. Questions to be answered – For an example of an actual completed IRB Application click here.
   - ☐ Background and Purpose
   - ☐ Estimated amount of Time needed from a participant
   - ☐ Design, Procedures, and Methods
   - ☐ Measures and Observations
   - ☐ Participant Population and Recruitment Procedures
   - ☐ Risks and/or Discomforts
   - ☐ Benefits
   - ☐ Informed Consent
   - ☐ Confidentiality of Records
   - ☐ Privacy
   - ☐ Economic Considerations

   - ☐ Explain why you are doing this research (purpose), what will happen during the study and how long it may take to complete the study
   - ☐ Explain who is eligible to participate in the study; i.e. “Students who are 18 or older and can use a computer.”
   - ☐ Detail any risk(s) associated with the study
   - ☐ Explain the benefits of the study to the participant; if any, and to society
   - ☐ Explain how records/data will be kept confidential and whether or not data will be used in future studies
   - ☐ Include whether or not the participant will be compensated and if so, how
   - ☐ Provide a point of contact for additional information about the study
   - ☐ Inform participant that he/she is a volunteer and may quit at any time without penalty and explain what will happen to data collected if a participant stops participating prior to completion of the study
   - ☐ Provide a place for the participant to agree to participate either by signing or for an anonymous online survey, placing a check mark next to ‘agree’ to participate
   - ☐ Include a place for a participant to verify that they are 18 years of age or older OR Include a Parental Consent Document AND ☐ Child Assent Form for research using minors

4. Supporting Materials are uploaded
   - ☐ Recruitment materials including email verbiage, flyers, posters, etc.
   - ☐ Survey or questionnaire
   - ☐ Script or questions for interview
   - ☐ Test materials
   - ☐ Any other documents mentioned in the application