

Embry-Riddle IRB Application Checklist

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

- Background and Purpose
- Estimated amount of Time needed from a participant
- Design, Procedures, and Methods
- Measures and Data to be Collected
- Participant Population and Recruitment Procedures
- Risks and/or Discomforts
- Benefits
- Informed Consent form (ICF)
- Confidentiality of Records/Data and Privacy
- Economic Considerations/Incentives

3. Informed Consent Form (ICF) – See [Obtaining Participant Consent](#) and **examples** [here](#).

- Explain why you are doing this research (purpose), what will happen during the study and how long it may take to complete the study
- Detail any risk(s) associated with the study
- Explain the benefits of the study to the participant; if any, and to others
- 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 checking agree for an anonymous survey or providing a place for a participant to sign in agreement to participate.
- Include the eligibility requirements and a place for the participant to verify that they meet those requirements
- 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
- Any other documents that the participant will receive or was mentioned in the application