

EXSS IRB Submission Checklist

Please ensure that each of the following issues (if applicable) is addressed prior to submitting your proposal to the EXSS Human Subjects in Research Committee:

- The PI has proofread the proposal and associated documents for content, grammar, and consistency, and to ensure compliance with the instructions in each section
- The faculty advisor/mentor has proofread the proposal and associated documents for content, grammar, and consistency, and to ensure compliance with the instructions in each section (if the PI is a student)
- The proposal and informed consent documents, and any recruitment materials are written in lay language that can be comprehended by individuals outside the PI's area of research
- The consent form is written in 2nd person (i.e. You will... **NOT** Subjects will...)
- All project personnel are listed on the proposal (Section 2. Project Personnel) and have completed CITI Research ethics training
- An informed consent form OR adequate justification for a full or partial waiver of written informed consent is included
- Justification is provided for exclusion of specific populations (e.g. females, age groups)
- The recruitment procedures are adequately and clearly described
- All necessary documents (i.e. proposal; informed consent/assent forms; recruitment scripts, fliers, or emails; surveys/questionnaires) have been included