

Checklist for IRB Application Submission

Please Check the box(es) that correspond with the documents you have attached to your IRB Application:

Application for Review of Human Subjects Research (IRB form 4b)

Recruitment Script/Documents

Informed Consent Form (IRB form 5b)

Measurement Instrument(s) (questionnaires, surveys, etc.)

Authorization (Professors, organizations, etc.)

Medical Clearance (if necessary)

Protecting Human Research Participants (PHRP) Training Certificate -or- Collaborative Institutional Training Initiative (CITI)

Protecting Human Research Participants (PHRP) is a National Institutes of Health on-line training course required by the Department of Health and Human Services regulations. Visit <http://phrp.nihtraining.com/users/login.php> PHRP certification is required of all study personnel. Copies of Certificates of Completion must be submitted with the application. Recertification is required every two years, and CITI certification can be substituted.

Contact information for the IRB:

Chair, Institutional Review Board bchristian@mclennan.edu

Submit one electronic copy of all documents to bchristian@mclennan.edu

Please note that your application will not be processed until the original application with all required signatures is received.