**IRB APPLICATION CHECKLIST**

**To avoid undue delays in the reviewing process, applicants need to ensure the following components are submitted (if applicable to your specific study).**

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| ***REQUIRED:*** |
|[ ]  Completed and most recent IRB Application form available on [www.chapman.edu/irb](http://www.chapman.edu/irb) with all appropriate elements filled out in ***Microsoft Word***file format. |
|[ ]  Completed signature page with appropriate Principal Investigator, Faculty Advisor, and/or Department Chair signatures in ***Adobe PDF*** file format and scanned at **300dpi in black & white**.  |
|[ ]  CITI (for *faculty, staff, and graduate students*) or NIH (for *undergraduates*) research training certificates (no more than 3 years old) forall key researchers in ***Adobe PDF*** file format. |
|[ ]  All application materials are typed.  |
| ***If Applicable*: The following items should be included:** |
|[ ]  Informed Consent Form using **Chapman University IRB templates** in ***Microsoft Word***file format. |
|[ ]  Copies of all instruments including questionnaires/surveys, interview scripts, etc. |
|[ ]  Copies of all solicitation letters, recruitment flyers, emails, phone scripts, etc. |
|[ ]  Off-site approval letter and/or IRB approval letter for research at a non-Chapman University site (e.g., hospital, school, other university). |
|[ ]  A copy of a data use agreement if the research involves conducting data analysis on a restricted use database. |
| ***Student-Directed Research Projects*: The following items must be included:** |
|[ ]  Faculty advisory is identified as Principal Investigator. |
|[ ]  Faculty advisor has thoroughly reviewed student’s IRB protocol application and approved it for submission to the IRB. |