



## **Checklist for Submission of IRB Application Packets**

*Please use this checklist to ensure that the application packet that you submit to the IRB is complete.*

Please **email** the documents to IRB at: [IRB@academyart.edu](mailto:IRB@academyart.edu)

*The Application Packet **must** contain these **FOUR** items:*

1. The Application Memo:
  - a. Does it briefly describe your graduate research?
  - b. Does it state how many surveys or interviews that you want to conduct?
  - c. Does it describe how you will disseminate the survey? (In-person, online, via email)
  - d. Does it describe who your target audience might be?
  - e. Does it state that the survey/interview findings will be confidential? (For the purposes of your research, the results cannot be “anonymous” because the participants have to sign a consent form.)
  - f. Does the Application Memo explain that you will adhere to all of the policies set by the IRB and that you will present all of the original consent forms/ completed surveys at your Final Review?
  - g. Is the Application Memo free of errors in spelling, punctuation and grammar?
  - h. Have you signed the original Application Memo? **You can indicate your “signature” on the Application Memo by putting your initials in bold/italic in the signature block.**
  - i. Has your Director/Faculty Supervisor reviewed your original Application Memo AND all of the contents of your application packet? **Your Director/Faculty Supervisor can email [IRB@academyart.edu](mailto:IRB@academyart.edu) stating that s/he has reviewed and approved the package.**
2. Cover Letter that will be given to anyone who participates in your survey/interview.
3. Consent Form
4. Survey and/or interview questions

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