**Instructions**: In order to review research with human subjects, the Marian IRB requires the completion and submission of the Protocol Submission Form as well as all appropriate supplementary material. Incomplete forms and/or missing materials will delay the IRB review process. The Marian University IRB encourages you to complete this form to ensure your submission is complete; submission of this completed checklist is not required. Forms, templates, and instructions can be found at the Marian University ORSP website (<http://www.marianuniversity.edu/orsp>).

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| **Prior to Submitting Forms to IRB** |
| Complete the initial education and certification through the [CITI web-based training program](http://www.marianuniversity.edu/interior.aspx?id=8190)  Student Researchers: Consult with research advisor to get the advisor’s Marian e-mail address\*. Discuss if the study will be published or presented at a conference or other public forum |

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| **A Complete Submission Should Include:** |
| An electronic copy of the Protocol Submission Form with all sections completed  A signed copy of the Protocol Submission Form Assurances (for non-student Principal Investigators)  Data Collection Materials – questionnaires, surveys, pre/post tests, interview scripts, data collection forms, etc.  Any Recruitment Materials – emails, letters, flyers, posters, brochures, recruitment scripts (if applicable)  Additional documents, as required:  Confidentiality agreements for transcription, translation and project personnel  Informed Consent Documentation – parent/guardian assent and child assent (if participants will be under 18 years old), written consent, non-English written consent, oral consent script, information sheets, waiver, etc.  Debriefing script (if participant deception is used within research)  Site permission from off-site location’s administrator/authorized representative to perform research if any part of the research will take place in location other than Marian University campuses.  Attachment(s)  1: Research with Children  2: Research with Prisoners  3: Waiver of Documentation of Informed Consent Process  4: HIPPA (if protected health information is collected or accessed during research)  5: Investigational Drug Use  6: Use of an investigational device (IDE)  7: Blood, tissue, bodily fluids, or other biological specimens |

\*Student Electronic Submission: Students should submit the Protocol Submission Form and supporting documents to their research advisor, who will approve and forward them through their Marian e-mail address to the Marian University Office of Research and Sponsored Programs.

*Last Update: July 2009*