Application Instructions/Checklist
Institutional Review Board (IRB)
Chicago State University

Please make sure that your application contains the following materials, where appropriate.
Improper submissions will result in delayed reviews. Note that Curriculum Vitae/Resume is no longer required, unless requested by the IRB.

1. Original **signed**, **dated**, and c**ompleted Application Form for Initial Review** including all relevant appendices and appropriate signatures. Submit the signed original plus one **electronic copy (see email address below).** A separate list indicating all enclosures/attachments is extremely helpful.

2. Copies of **letters granting permission to conduct research** (e.g., letters from principals, CPS administrators, department chairs, program directors, and organization heads that may be given access to membership lists, etc.)

3. Copies of all **recruitment materials** (e.g., advertisements/flyers).

4. Copies of **recruitment scripts** and any **verbal instructions** that are given to participants.

5. Copies of **consent forms** and **assent forms for minors or others** from those with the ability to give assent, containing the name and contact information of the principal investigator and the CSU IRB chair, to be contacted if there are questions about subjects' rights (see "Informed Consent Guidelines").

6. Copies of all **data collection instruments** that will be used, i.e., questionnaires, interview questions, discussion guides, etc.

7. Approval from the **IRB of the PI's home or degree granting institution**, if other than CSU.

8. Copies of **Grant/Contract applications and proposals,** where applicable.

9. All new investigators must have updated **training** in protection of human subjects. Please see the IRB website under **Training** for link to the CITI program. Contact the IRB with questions about alternatives to the online training.

Submit application materials (and any questions) to:

Warren V. Sherman, PhD

IRB@csu.edu

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