The following is a checklist for completing an **Application for Approval of Research Involving Humans**, including a list of items you must provide to the IRB for review so your project can receive approval. Please be sure to download the newest form from our [website](#). The approval process normally takes three to four weeks from the time the application is submitted, provided the application is complete. Using this checklist will help speed the review by ensuring that necessary information is included!

**Checklist for Application for Approval of Research Involving Humans**

- Form completed, with all questions addressed—boxes checked and necessary spaces filled
  - Signatures—original signatures of PI and Department Chair; if a student project, the signature for the supervising faculty member
  - Responses to all items in the application clearly explained in sufficient detail to permit review—*incomplete or inconsistent information requires clarification from the PI and slows the approval process*

- Copies of all recruitment fliers, advertisements, phone scripts, or any other documents or materials participants will see or hear

- An informed consent document or letter of introduction containing all required elements of consent (See the template on the [IRB forms web page](#) and related documents.) OR

- Justification and rationale provided in the application if a waiver of informed consent or documentation of informed consent is desired (See [Information about Waivers of Consent](#).)

- A parental consent document and an age-appropriate assent form if minors will be enrolled

- Copies of all data gathering instruments (i.e., surveys, questionnaires, interview questions, focus group topics, cognitive tests, or any other items related to data collection)

**If applicable to your study, include the following:**

- Federal grant application (only for federally funded research)

- Debriefing form (if deception is used or information is intentionally omitted from the consent form)

- Detailed descriptions of stimuli participants will be exposed to, instructions for testing, investigator’s brochures, etc.

- Other forms, as applicable (e.g., [Application for Use of Protected Health Information](#), releases for videotaping, etc.)