

**SAN JOSE STATE UNIVERSITY
HUMAN SUBJECTS INSTITUTIONAL REVIEW BOARD**

Checklist for Submitting Your IRB Application

Preliminary Steps

- You have consulted the [Exclusion Worksheet](#) on our website and determined that the work meets the regulatory definition of human subjects research requiring submission of a protocol.

- Primary investigator or supervising faculty member (if investigator is a student) has completed a [mandatory online human research protections training through the Collaborative Institutional Training Initiative](#) in the last five years. Faculty and staff co-PIs are also required to complete the training. A copy of the current training certificate(s) will need to be submitted with the application package.

IRB Application

- You have filled out the [IRB Application](#), which provides a complete description of the methods and procedures of the proposed research.
- Primary investigator or supervising faculty member (if investigator is a student) has completed and signed an [Assurance Form](#), agreeing to the obligations and responsibilities inherent in preparing an IRB submission and conducting research involving human subjects.

Data Instruments and Recruitment Materials

- If applicable, you have prepared all data instruments and other materials to be administered to prospective participants (e.g., surveys, questionnaires, interview questions, recruitment materials).

Consent and Assent Materials

- If applicable, you have prepared the appropriate consent and assent documents (whether a form, a notice, or a script) containing all of the required elements as outlined in the [Informed Consent Handbook](#).

Translations

- If applicable, you have prepared translations of both the consent documents and all data instruments to be distributed to participants AND you have had a Verification of [Translation Verification Form](#) signed by someone other than the members of the research team who is adept in the language.

Agreements from Outside Institutions

- If applicable, you have obtained agreements from the appropriate authority at outside institutions, organizations, or agencies if they: 1) will administer any research procedures on your behalf beyond passing along a recruitment message, 2) will provide you with access to private secondary data about subjects, or 3) will provide privileged access as a result of research team members' employment or other affiliation with the institution. Agreements from outside institutions can either be on their letterhead or in email format, provided that the title and complete contact information of the person affirming the agreement are given. The agreement should also include the research team members' names, the title of the study, the inclusive dates for which the agreement is valid and a description of the activities that are being agreed to.

Submission instructions and contact information are provided on our [website](#).