**Application for the Conduct of Research Involving Human Subjects**

**Checklist for Applicants**

(This form should be completed by the applicant and submitted in conjunction with the applicant’s submission to the IRB)

Applicants should use the checklist below to ensure that all required components of the application have been included before submission of the application to the IRB. Please place a check mark next to each section to indicate that the section has been completed. If a section is not relevant to the application, write NA next to the section on the line provided.

1. Project information □ Yes □ No
2. \_\_\_\_ Project title
3. \_\_\_\_ Name and degree of PI
4. \_\_\_\_ Information about PI
5. \_\_\_\_ Names and degrees of Co-Principal Investigators (co-PIs)
6. \_\_\_\_ Information about co-PIs
7. \_\_\_\_ Description of the experience of the PI with proposed research and/or

population of study

1. \_\_\_\_ Participating personnel
2. \_\_\_\_ Dates of application
3. \_\_\_\_ Class-related information
4. \_\_\_\_ External support information
5. \_\_\_\_ Financial disclosure information
6. Subject selection □ Yes □ No
7. Project description □ Yes □ No
8. \_\_\_\_ Summary of the project
9. \_\_\_\_ The protocol:
10. \_\_\_\_ purpose and background
11. \_\_\_\_ description of informed consent process
12. \_\_\_\_ subjects
13. \_\_\_\_ methodology
14. \_\_\_\_ methods for ensuring privacy and confidentiality
15. \_\_\_\_ known and anticipated risks
16. \_\_\_\_ anticipated benefits to subjects and/or society
17. \_\_\_\_ letters of agreement
18. Signatures □ Yes □ No