



## IRB APPLICATION FOR APPROVAL CHECKLIST

In preparing an IRB application package for review and to avoid undue delays in the reviewing process, applicants are asked to review them to make sure all of the following components are submitted (if applicable to their study).

The original paper hard copy of the protocol, complete with the IRB Application and required original signatures, the applicable Consent Form(s) with SPU letterhead, and all supporting documents, must be delivered to the IRB office, c/o Psychology Department, Pope Hall, Room 101, Saint Peter's University, Jersey City, NJ 07306. At the same time, an electronic version of the IRB application and supporting documents package should be submitted via email to [jfeinberg@saintpeters.edu](mailto:jfeinberg@saintpeters.edu).

All materials should be typed.

- \_\_\_\_\_ Completed IRB Application for Approval for Use of Human Participants in Research form, with signatures
- \_\_\_\_\_ Informed Consent Form (ICF), and/or Assent Form and Parental Consent Form, as applicable
- \_\_\_\_\_ NIH or CITI research training certificate (no more than two years old)
- \_\_\_\_\_ SPU Faculty Mentor/Advisor approval letter (for undergraduate students)
- \_\_\_\_\_ SPU Faculty Mentor/Advisor dissertation/evidence-based project approval form (for graduate students)
- \_\_\_\_\_ Copies of all questionnaires/surveys, interview scripts, etc.
- \_\_\_\_\_ Copies of all solicitation letters, recruitments flyers, emails, phone scripts, etc.
- \_\_\_\_\_ On-site approval letter and/or IRB approval letter (for research at a non-SPU site, for example, at a hospital, school, clinic, etc.)
- \_\_\_\_\_ SPU Sponsor site-approval letter (for non-SPU affiliated researcher)
- \_\_\_\_\_ Approval of IRB where researcher is a full-time employee, if that institution is not Saint Peter's University