

## **Checklist for Applications**

An IRB application must include each of the elements described below. Applications may not be submitted until all of the following items are accounted for:

- The name of PI of the research group, and their contact information, must be given (not just the name of the applicant)
- External applicants must include a copy of the certificate from their CITI or equivalent training in the protection of human research subjects. BHCC-based applicants may have this requirement waived if the proposed research is deemed by the IRB to fall under one of the “Exempt” categories, as defined in the 2019 revisions to the Common Rule.
- The purpose(s) of the research must be specified, including what the potential benefit to BHCC will be
- The desired number of research subjects must be justified.
- The recruitment strategy must be given in detail, and must comply not only with the rule of open recruitment (as opposed to personal solicitation) but also with all rules and restrictions of FERPA and other applicable privacy laws
- All proposed recruitment materials and consent forms must be included with the application
- The consent form(s) must be supplied with the application, and must include all the required elements stipulated in the 2019 revisions to the Common Rule (see consent form checklist for details of these elements).
- In the event that deception of subjects is involved in the proposed research, its use must be explicitly justified in the proposal. The proposal must also illustrate that the risk is minimal and that the benefit is appropriate for the level of risk.
- The plans for post-study follow-up must be specified, including a proposed script for debriefing of subjects at the conclusion of their participation.
- Available support resources for students must be provided by the applicant's sponsoring institution. The contact information must be included in the application.
- For proposals offering financial incentives to participants, the funding source must be specified. The source must be secure as of the date of application.