



IRBNet Documents Checklist

Required for IRB Review:

1. **Online IRB Application Form in IRBNet: Follow the instructions in the Step-by-step for submitting an IRB application.**
 - All applications fall under specific codes and guidelines. You may find important information pertaining to which category to select by going to DC Network > Research/Dissertation tab > IRB > 4. IRB Policy and Procedures **or** by clicking here [Review Procedures](#) and log into the DC to be directed. **(instructions are detailed in step-by-steps for student researchers):**
2. **Approved Research Prospectus – Clean copy (all revisions & editing completed)**
3. **Approved Post-Defense Proposal – Clean copy (all revisions & editing completed)**
 - All Data Sources will need to be loaded separately in IRBNet*
4. **GCU D-20: Research Prospectus Approval Form (completed)**
5. **GCU D-35: AQR/Proposal Approval Form (completed)**
6. **CITI Training Completion Reports (2)**
 - Human Research (Basic Course)
 - RCR (Responsible Conduct of Research) for Doctoral Learners

Required after Proposal Defense (If Applicable):

7. **Informed consent documents:**
 - consent form,
 - parent consent / child assent forms,
 - Conflict of Interest – **NEW**
8. **Recruiting materials:**
 - copies of advertisements,
 - recruitment letter(s),
 - telephone scripts,
 - instructions to participants,
 - cover letters
9. **Copies of:**
 - Surveys and validated surveys,
 - instruments or measures,
 - questionnaires, interview schedules,
 - focus group questions & interviews,
 - screening instruments
 - permission letter(s) / email(s) to use surveys, interview questions, and instruments that are used for the study

10. Site Authorization / Letter approvals:

- site authorization letter (on institutional/company letterhead),
- Translation and Back Translation Certification Form - **NEW**

11. Confidentiality statement

- If you are having **ANY** kind of communication with participants (ie. Phone, email, survey, interview, etc)