**Submission Checklist**

**IRB Application for Research Involving Human Subjects**

**Tarleton State University**

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**IRBNet Submission Steps**

Complete the following steps in IRBNet to submit your initial application package for IRB review. This is for your use only; there is no need to submit it with your application.

|  |  |
| --- | --- |
| Completed | Item |
|  | 1. Create application package with all documents attached (see below).
 |
|  | 1. Share application package with co-investigators and department head.
 |
|  | 1. Link CITI training records of all co-investigators to application package.
 |
|  | 1. Obtain signatures of all co-investigators and department head.
 |
|  | 1. Submit application package.

Once the package has been submitted, it will be designated as “Pending Review” in My Workspace with IRBNet. |
|  | 1. Be sure to monitor your email for correspondence for any further actions that may need to be taken and/or your approval letter.
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**Attachments**

Attach the items noted in the checklist below, if applicable. CITI training certificates will now be uploaded into the online IRBNet system and may be linked to the individual submissions within that system.

|  |  |  |  |
| --- | --- | --- | --- |
| Included | Not applicable | Item | Notes |
|  |  | Claim for Exemption or Expedited Review (full board review will be assumed if no claim form is submitted) |  |
|  |  | IRB Application  |  |
|  |  | Copy of instrument or survey |  |
|  |  | Copies of recruiting materials (e.g., email template, social media post, flyer) |  |
|  |  | Consent document(s) including assent documents for studies involving minors, if applicable |  |
|  |  | Cooperating facilities letter |  |
|  |  | Other |  |