**Checklist for Institutional Review Board Application Submission:**

**All supporting documents must be submitted with this application. The IRB must review all materials that will be presented or seen by the participants during the study. Indicate below what materials will be submitted with this application. Check all that apply:**

[ ] Application Form with Signatures

[ ] Recruitment materials (flyer, social media post, recruitment email, etc.)

[ ] Data Collection Instruments (surveys, interview questions, test, links to internet survey,

 etc.)

[ ] Medical Screening Instrument

[ ] Proposal and/or Contract or Grant

[ ] Student as Principal Investigator Worksheet (if applicable)

[ ] Informed Consent Checklist with consent forms

[ ] Anonymous/Confidential Survey

[ ] Non-Tape Recorded

[ ] Tape Recorded

[ ] Parental/Legal Guardian Consent Form

[ ] Curriculum vitae for all investigators

[ ] Valid CITI certification

[ ] Criteria for Exempt Determination

[ ] Criteria for Extended Review

[ ] Final report provided to NOC

Supporting material should be emailed along with this completed application form to Shelly.Mencacci@noc.edu with a subject line to include “IRB application”. It is helpful if you name your documents so that they identify what they are.