**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 (if applicable)

Proposal and/or Contract or Grant (if applicable)

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](mailto: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.