eIRB Checklist

BEFORE YOU SUBMIT, HAVE YOU:

Made sure your CITI training and that of your co-Investigators is uptodate?

Described your study BRIEFLY in a short paragraph on the main page of the application, stating the type of project it is, who your subjects will be and what you will be collecting ? DNP Students: Do not paste the full executive abstract of your proposal here: Keep it short, concise and clear.

Listed all support personnel who will be involved directly with participant recruitment, obtaining consent, or data collection as project staff and made sure that they have completed CITI training?

For Doctoral and DNP candidates: have you listed, at minimum, your committee chair as a Co-I?

Listed School of Nursing as a participating RU site?

For EXTERNALLY Funded Projects ONLY:

Created an eCOI certification from within eIRB using the eCOI button in the Activity Panel?

Made sure the title of your grant application and the eIRB protocol match EXACTLY?

Added the study sponsor and grant number, if known, in the appropriate place?

Attached a copy of the funded or pending grant proposal (NB: Protocols must match or if multiple studies, indicate which one is associated with this IRB application)?

Listed all cooperating sites/agencies which are providing access to participants or data for your project?

Checked multi-site study ONLY if there are separate data collection sites each with its own IRB approval and site director coordinated by a central site? (Multiple data collection field sites are not multi-site studies in IRB-speak).

For QA/QI projects or off-site data collection at other agencies, uploaded a letter of support, approval, or data sharing agreement?

If your cooperating agency as its own IRB, have you uploaded a pdf of that approval in the supporting documents section of the eIRB application?

Used the appropriate section headings for your protocol (see Guidelines tab on RBHS IRB site)?

Used the requested format including headers, footers and version number on your protocol and consent form docs?

Followed the IRB's guidelines for consent form language (see Guidelines on RBHS IRB site).

Printed your consent form on RU letterhead?

Designed all recruitment and advertising materials following IRB Guidelines?

Uploaded all recruitment and advertising materials?

Understood that the question about retaining the “link” between PHI and your data refers to how long your data will be traceable to individuals and does NOT refer to the period of record retention?

FINALLY: After clicking “Finish” on the lower right (saves your application), have you also clicked the “SUBMIT” button in the Activity Panel on the left of the screen?