

Appendix 13: eIRB Checklist for DNP Students

BEFORE YOU FINISH YOUR APPLICATION AND HIT THE SUBMIT BUTTON, HAVE YOU:

- Made sure your CITI training and that of your co-Investigators is up to date?
- Made sure the title of your proposal and the eIRB submission match EXACTLY?
- Described your project BRIEFLY on the main page of the application, stating the type of project, who your subjects will be, and what you will be collecting? Do not paste the full executive abstract of your project proposal here!
- Have you listed, at minimum, your DNP Chair (must be a Rutgers School of Nursing Faculty) as a Co-I?
- Listed 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 at RU? If their institution also uses CITI, affiliate them with RU. Follow instructions on the eIRB home page or contact Dean Sullivan with questions.
- Listed School of Nursing as a participating RU site?
- Listed all cooperating sites/agencies providing access to participants or data as sites? For QA/QI projects or off-site data collection at other agencies, uploaded a letter of support, approval, or data sharing agreement?
- Checked multi-site study ONLY if there are separate data collection sites each with its own IRB approval, separate PIs and a site director coordinated by a central site which is serving as the primary IRB? (Having more than one data collection “field” site under one IRB is not “multi-site” in IRB-speak).
- If your cooperating agency as its own IRB, have you uploaded a pdf of that approval in the supporting documents section? RU will be the “primary” or “IRB of record” for you, unless the cooperating agency requires otherwise. This should be stated in the approval or you must note this in your application.
- Used the appropriate section headings for your methodology (see Protocol types on eIRB site)?
- Followed the IRB’s guidelines for consent form language (see Guidelines on RBHS IRB site)?
- Designed all recruitment and advertising materials following IRB Guidelines?
- Used the requested headers, footers, and version number on all your documents including flyers and consent forms?
- 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 required period of record retention?

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

CONGRATULATIONS! Your protocol is now **IN REVIEW**.