

Checklist for Submitting a New IRB Project

A project will be ready to submit to the IRB when the following documents are complete and uploaded to the project in IRBNet

- ✓ Completed IRB Application Form
- ✓ Copies of surveys, testing instruments, recruitment materials, and/or collaborator letters
- ✓ CITI Training Records for PI, Co PI, and student researcher
- ✓ Necessary Consent Form or Consent Statement (Use the templates provided by the IRB)
- ✓ PI signature on the package
- ✓ 2nd signature from Department Chair, Dean or other Designated Official (Use the Departmental Signature List)

Need Help?

- For technical support: irb@carthage.edu
- For proposal support: irbchair@carthage.edu



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