# Cover page/Checklist to ensure a fast and easy IRB Review

Note that your application will be immediately rejected unless you confirm that you have checked **all** the following items. (Either with X or NA.) Submit this form as a separate document. The IRB website is <https://aurora.edu/academics/resources/irb/index.html>

#### General:

1. \_\_\_\_ I have compiled my entire application (with the exception of this cover page) into a single document.
2. \_\_\_\_ I have answered each of the questions in the application specifically and directly. This is **not** copied from a document prepared for a different purpose.
3. \_\_\_\_ I have carefully thought through (from the perspective of the participant) and enumerated any risks in this study, both in the application and in the consent form. (Note: the lowest level of risk is “minimal risk”.)
4. \_\_\_\_ I have not recruited any subjects for this study and will only begin to do so after receiving final approval from the IRB.
5. \_\_\_\_ I have included a certification that I have completed the research ethics training (found on the IRB web page) which is no more than 3 years old.
6. \_\_\_\_ I have included a detailed study procedure that can be understood by a researcher outside of my general field.
7. \_\_\_\_ I have included the complete text of any survey or interview protocol I will administer as part of my study.
8. \_\_\_\_ If my study includes electronic surveys, I have indicated such and will consult with my supervisor to make sure I am using University approved methods (Qualtrics or Survey Monkey).
9. \_\_\_\_ If my study will take place at a certain site, I have obtained site approval (possibly pending IRB approval) and included it in my application.

#### Consent form (and mirrored in application):

1. \_\_\_\_ I have indicated that data will be kept for a specified period (at least three years) after which it will be destroyed.
2. \_\_\_\_ I have indicated that the data will be kept confidential by keeping it behind at least two locks. (For example, a locked cabinet in a locked office, or an encrypted file on a password protected computer.)
3. \_\_\_\_ I have included my contact information and that of my advisor (if applicable).
4. \_\_\_\_ I have included the contact information for the IRB chair (found on the IRB website)
5. \_\_\_\_ I have included contact information for mental health resources, such as the university counseling center or local, relevant resources for non-AU participants.
6. \_\_\_\_ I have checked the consent form for grammatical and other errors which might hinder a participant’s ability to give informed consent.
7. \_\_\_\_ I have stated risks explicitly so that participants are fully informed about them, including the amount of time that participants will spend on the study.
8. \_\_\_\_ All pages before the signature page have a line for initials at the bottom.
9. \_\_\_\_ If my study includes audio or video recording, I have included a separate signature line for participant to explicitly consent to this.
10. \_\_\_\_ If children are participants, I have included both parental consent forms and child assent forms.