

Appendix A



IRB APPLICANT CHECKLIST

Before submitting your application, please make sure that:

Description	Yes
Collaborative Institutional Training Initiative (CITI)	
The principal investigator, co-investigators and advisor have completed human-subject training (CITI program) at the time of submission.	
Research Information	
You have adequately explained the purpose of the research.	
Informed Consent	
<ul style="list-style-type: none"> Contact information for you, your faculty advisor, and your IRB office. You may use the following statement for the IRB office: If at any time you have questions regarding your rights as a research subject, queries may be forwarded to the RMU IRB Office at 412-397-6227 or irb@rmu.edu. 	
<ul style="list-style-type: none"> Information explaining that the subject is being asked to participate in research, including the purpose of the study, how long the study will last, and a detailed description of the tasks involved (including any interventions). 	
<ul style="list-style-type: none"> Risks or discomforts the participant may experience. 	
<ul style="list-style-type: none"> Potential benefits to subjects or others. 	
<ul style="list-style-type: none"> The degree of confidentiality a subject can reasonably expect, which includes who will have access to the data, where and how you will store data, how you will report data/results (for example, in aggregate or using pseudonyms), how long you will keep the data, and how you will use results (such as in reports, publications, or presentations). 	
<ul style="list-style-type: none"> Any appropriate alternative treatments that may be advantageous to the subject instead of the research. 	

<ul style="list-style-type: none"> For research greater than minimal risk, an explanation about available compensation and/or medical treatments if injury occurs, as well as where participants may obtain further information. 	
<ul style="list-style-type: none"> Signature/Date lines included for research participant and principal investigator. No signature is required for online surveys. 	
Research Occurring Off-Campus	
<ul style="list-style-type: none"> If research will take place off site, proper documentation (permission letter) has been obtained and uploaded to the application. 	
Data Collection	
<ul style="list-style-type: none"> Your faculty advisor should have access to any data collected as part of your research project. All data should be fully deidentified and transferred to your faculty advisor's possession prior to graduation. 	
Review	
<ul style="list-style-type: none"> Check for completeness, accuracy, and best practices in human subject protections. 	

Additional information can be found at rmu.edu/irb.