

COE IRB Submission Checklist

1) Upload all required materials for your submission

- IRB questions-Explain methods clearly
- Consent form(s)-age appropriate language
- Child Assent form(s)-if subjects are under 18 years of age
- Copies of any subject recruitment materials
- Copies of any questionnaires or data collection materials
- Copies of any grant/contract/scope of work, and the associated methods associated with the data collection
- Copy of your CITI training
- Letters from collaborators/cooperation-if needed
- Did you do a spell check on all of the materials?
- Does your consent details match the description in your IRB questions?

2) Signatures needed

Have all of the PI's signed off; that all of the materials have been uploaded and are complete. Thesis/Dissertation Advisors need to be listed as the PI.

Have you granted the department chair access so that they can sign-off?

- 1) Communications Sciences & Disorders-Deena Wener
- 2) Counselor Education-Irene Johnson
- 3) Curriculum, Culture, and Educational Inquiry-Jim McLaughlin
- 4) Educational Leadership-Bob Shockley
- 5) Exceptional Student Education-Michael Brady
- 6) Exercise Science & Health Promotion-Sue Graves
- 7) Teaching & Learning-Barbara Ridner

Have you granted the Dean and Associate Dean access for signature?
Valerie Bristor & Donald Torok

3) Give yourself plenty of time for the review process to occur, as not everyone is sitting in front of a computer waiting for your materials.

YOU CAN NOT START DATA COLLECTION UNTIL YOUR STUDY HAS BEEN APPROVED!