

## **Application Checklist**

### **Who should send in an application to the IRB?**

- Anyone gathering information (data) from human subjects, including
  - Investigators off-campus who would like to recruit participants from the Gallaudet community
  - Students, faculty, or staff members from Gallaudet who plan to collect data (including class projects)

### **Before you begin, you should be aware of the following:**

- All of the below information (the application, research proposal, Informed Consent Forms, Video Release Forms, CV's, and approval letters from other IRB's [if applicable]) must be submitted before the review may begin.
- You must submit
  - An **electronic copy** of all documents (MS Word or Adobe PDF) to the IRB office email, [IRB@Gallaudet.edu](mailto:IRB@Gallaudet.edu)
- The approval process may take up to several weeks, so apply early.

### **Remember:**

Sending all of the following documents will **SIGNIFICANTLY** reduce your review time. Good luck with your research and please let us know if we can help in any way.

## What the IRB Needs from You

### 1. IRB Application Filled Out

- The application can be found at our website at:  
[www.gallaudet.edu/Documents/Institutional-Review-Board/IRBApplication.pdf](http://www.gallaudet.edu/Documents/Institutional-Review-Board/IRBApplication.pdf)
- Application instructions can be found here: [www.gallaudet.edu/institutional-review-board/researcher-information.html](http://www.gallaudet.edu/institutional-review-board/researcher-information.html)
- You must download the application to your computer and type in your information (hand-written applications are not accepted)

### 2. Research Proposal Completed

This is a document that you create. It must include the following:

- The **rationale** for conducting the study (explain why your study is important)
- A **brief literature review** (the background of your research topic)
- The **recruiting methods**:
  - This must explain who will you recruit and how will you recruit them
  - **Copies of any fliers, posters, or email announcements**
- The **study procedures**
  - Explain what you will ask your participants to do during your study, step-by-step
- The plan for destroying any collected data
- A copy of any instruments or interview questions you plan to use

### 3. An **Informed Consent form** (if applicable)

- This will explain everything that the participant will be required to do during the study, risks, benefits, and payment information
- Example: [www.gallaudet.edu/Documents/Institutional-Review-Board/Informed-Consent-Form.pdf](http://www.gallaudet.edu/Documents/Institutional-Review-Board/Informed-Consent-Form.pdf)

### 4. A **Video Release form** (if applicable)

- Example: [www.gallaudet.edu/Documents/Institutional-Review-Board/Video-Release-Form.pdf](http://www.gallaudet.edu/Documents/Institutional-Review-Board/Video-Release-Form.pdf)

### 5. **CV's** for all researchers (including the sponsor)

### 6. Any **data collection instruments**, such as surveys, questionnaires, or interview questions

### 7. Copies of **approval letters from other IRBs** (if applicable)

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