

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
 - A **paper copy** of all documents (single-sided) to the IRB Office (address above),

AND

 - An **electronic copy** of all documents (MS Word or Adobe PDF) to the IRB office email, 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
- Application instructions can be found here: 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

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

- Example: 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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