



Coppin State University Institutional Review Board (IRB) members and researchers share responsibility to ensure that human research conducted under the university’s jurisdiction meets the ethical principles of the Belmont Report and federal criteria for IRB approval of research and informed consent.

<b>Institutional Review Board (IRB) Application Checklist</b>	
This checklist outlines the criteria for IRB approval of research. <b>Note:</b> Some items may not be applicable to individual studies.	
Principal Investigator and Co-Investigator is identified      Yes <input type="checkbox"/> No <input type="checkbox"/>	
Student name (if applicable) _____	
Department: _____	
Submission <b>2 weeks</b> before IRB Board meeting      Yes <input type="checkbox"/> No <input type="checkbox"/>	
Project Title: _____	
Type of Project: <input type="checkbox"/> Faculty or Staff Research Project <input type="checkbox"/> Student Project or Thesis	
<b>Area of IRB Application</b>	<b>Information provided</b>
Brief Description	<input type="checkbox"/>
Methods and Procedures	<input type="checkbox"/>
Benefits of the Study	<input type="checkbox"/>
Risks of the Study	<input type="checkbox"/>
Description of study participants	<input type="checkbox"/>
Sample Size (10% - not be lower than 30 cases. Justification is required if the study utilizes a smaller sample)	<input type="checkbox"/>
Informed Consent Human Subject Protection discussed. How Confidentiality and/or Anonymity provided is discussed.	<input type="checkbox"/>
Questionnaire, Survey, Testing Instrument (copies provided as applicable). Instrument reliability and validity identified (as applicable)	<input type="checkbox"/>
Advertisements or Posters. A copy of any advertising that will be used to recruit subjects.	<input type="checkbox"/>
Letters of Approval to use instruments/tools (as applicable) Letters of approval from site/agency where research will be conducted (as applicable)	<input type="checkbox"/>
IRB Authorization Form	<input type="checkbox"/>

I acknowledge that all forms are included. Failure to include all forms may result in a delay or rejection of the application.

\_\_\_\_\_  
Principle Investigator Signature

\_\_\_\_\_  
Date