



DIVISION OF RESEARCH & SPONSORED PROGRAMS

Office of Research Compliance and Technology Transfer

(Phone) 334-727-8985 | (Fax) 334-724-4881

Felecia Moss-Grant fmossgrant@tuskegee.edu

[Research and Sponsored Programs | Tuskegee University IRB Committee](#)

[Research, Ethics, Compliance, and Safety Training](#) **IRB CITI Training (Take ONLY the Social & Behavioral Research Course)**

IRB PROTOCOL APPLICATION CHECKLIST

If you are a faculty member:

- You have completed CITI training.
- Other PIs, Co-Is or key personnel with access to identifiable data have completed CITI training.

If you are a student:

- Your **FACULTY ADVISOR** is listed as the Principal Investigator (PI).
- You are listed as the Co-PI.
- Your FACULTY ADVISER/PI has completed CITI training.
- You have completed CITI training.
- Signatures have been obtained:
 - Your Faculty Adviser/PI signed the PI line
 - OR the application is emailed from the PI's TU email
- You have spell-checked the application and all appendices. Spell-check does not work in the application because it is a locked document; double-check your spelling. The committee will not disapprove a protocol application with spelling and grammatical errors, but it looks unprofessional. However, anyone submitting an application must correct errors on consent forms prior to approval.
- You have translated recruitment materials, consent forms, and data collection tools (if applicable). If your subjects speak a language other than English, you must translate anything they will see, and the IRB must have a copy.
- Email completed application and ALL applicable appendices (see below) to fmossgrant@tuskegee.edu. You can send these documents as Word or PDF files.
- Submit the signed signature page. You can submit the signature page a couple of ways:
 - Scan and email a PDF
- If your application needs a FULL BOARD review, you have checked the online calendar for full board review meetings. The application and all appendices are being submitted **TWO WEEKS PRIOR** to the scheduled meeting.

APPENDICES

Do not forget to attach all applicable appendices. The committee must review recruitment materials, consent forms, surveys, and related materials. Not all the items listed below will be related to your project, but these are the most common.

RECRUITMENT MATERIALS

- Flyers
- Verbal Script
- Emails
- Letters
- Other: _____

INFORMED CONSENT DOCUMENTS

- Consent Form
- Verbal Consent Script
- Assent Script
- Parent/Legal Guardian Consent Form
- Parent/Legal Guardian Script
- Cover Letter
- Debriefing Statement

DATA COLLECTION TOOLS

- Questionnaire/Survey
- Interview Questions AND Scripts
- Focus Group Questions AND Scripts
- Permission/Acknowledgement Letter from external site (*e.g., Principal of High School has given permission*)

Other: _____

Other: _____

Other: _____