Institutional Review Board
Office of Research and Sponsored Programs
Suite L212-E | 101 Vera King Farris Drive
Galloway, NJ 08205
T: 609.652.4844 | E: irb@stockton.edu

IRB Submission Checklist

When submitting a new IRB application through the Stockton University Submission Portal, please ensure that the following items are included and/or verified prior to submission.

- [ ] CITI certificates for all investigators and research personnel **MUST** be uploaded.
- [ ] All primary investigators, co-investigators, and research personnel are listed appropriately alongside their exact GO Portal username.
- [ ] All research team members on the project have clearly defined roles in the submission.
- [ ] The purpose of research is adequately explained.
- [ ] Inclusion and exclusion criteria for participants is clearly defined, and subject populations and size are justified in the context of the proposal.
- [ ] Proposed research has equitable inclusion of women and minorities. If not, the intentional exclusion is explained and justified.
- [ ] Recruitment and consent methods guarantee both voluntary participation and outlines the rights of subjects to withdraw from the study at any given time without penalty.

    If proposed subjects are vulnerable to coercion or may be classified as a vulnerable population, explain how these risks are minimized or avoided.

- [ ] All activities that directly involve subjects are thoroughly explained.
- [ ] Risks to participants are explained and appropriate safeguards are provided.
- [ ] Benefits to participants are explained. Incentives to participate are not considered benefits of research participation. Indicate if there are no direct benefits to participants.
- [ ] If using a consent form, ensure ICF covers all areas required by federal regulations and is written at a maximum of an eight-grade reading level.

    See Informed Consent Checklist for more information.

- [ ] Proper citations are provided in the proposal.
- [ ] If research is sponsored externally (grant, contract, or gift), ensure proper proposal paperwork has been filed with the Office of Research and Sponsored Programs.

Additionally, provide a copy of the following documents as applicable:

- [ ] Grant application and award notification
- [ ] Recruitment Materials (email invitations, fliers, survey sign up pages, etc.)
- [ ] Additional informed consent documents (consent/assent, scripts, etc.)
- [ ] Data collection instruments (interview question list, survey, questionnaire, abstraction form, rating scales, etc.)

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If utilizing surveys via external programs (Survey Monkey, Qualtrics, etc.), a pdf file of the survey being implemented through these programs MUST be included in the submission.

☐ Permission letters, including Memorandum of Understanding (MOU), letters of support, or other documents demonstrating collaboration assurances. This is **required** for off-site research.

☐ Approval from other external OHRP-approved IRB institutions, if applicable

Maintain a secondary copy of all application materials for your files.

The above checklist is based on the following sources:

https://www.nj.gov/health/forms/oc-40.pdf

https://www.loyola.edu/department/orsp/irb/policies

https://rci.ucmerced.edu/irb/researchers/irb-submission-checklist