

San Jose State University Human Subjects Institutional Review Board
CHECKLIST FOR SUBMITTING YOUR IRB PROTOCOL

- Preliminary Steps** Primary investigator or sponsoring professor (if investigator is a student) has completed a mandatory online training through the Collaborative Institutional Training Initiative: <https://www.citiprogram.org/Default.asp?>
- Sponsoring professor has read and signed the student's IRB application and provided an email address as well as an SJSU extended zip code.
- The Protocol** You have filled out the IRB application available on the IRB website.
- You have attached to your application an abstract, statement of purpose, and a complete description of the methods and procedures of your project that adequately explains:
- * Who the subjects are and how they will be recruited
 - * What they will be asked to do
 - * What kinds of materials and/or devices will be used
 - * The risks and benefits of the study
 - * Mechanisms for maintaining confidentiality or a clear description of the kinds of identifiers to be reported
- Use the Protocol Narrative template on the IRB website for details regarding the above points.
- Data Instruments** If applicable, you have attached to your application all data instruments and other materials to be distributed to participants (e.g., surveys, questionnaires, interview questions, recruitment materials).
- Informed Consent** If applicable, you have attached to your application the appropriate consent form, letter, or script containing all of the elements of informed consent. Refer to the informed consent handbook on the IRB website for samples of consent forms, letters, and instructions for online or anonymous surveys.
- Translations** If applicable, you have provided translations of both the consent forms and all data instruments to be distributed to participants AND you have had a Verification of Translation Accuracy Form signed by someone other than yourself who is adept in the language. The form is available on the IRB website.
- Agreements from Outside Institutions** If applicable, you have obtained permission from outside institutions or agencies that either serve as a source of subjects, a source of records and information, or on whose facilities your project will be conducted. Permission from such institutions or agencies must be on their letterhead and must include: the title of the study, the inclusive dates for which the permission is granted, and the title and type written name of the individual with the authority to grant such permission, in addition to their signature.

The Office of Research
Administration Building Room 223A

<http://www.sjsu.edu/research/irb/>

Please submit two paper copies of the complete IRB protocol to:

Alena Filip - IRB Coordinator
Office of Research
San Jose State University
One Washington Square
San Jose, CA 95192-0025

Alena.Filip@sjsu.edu
(408) 924-2479