Preparation of Supplemental Documents

Please check the supplemental documents that you will submit with your IRBA-HS (IRB Applications). Starting with the preparation of supplemental documents can greatly help you as you fill out the IRB application. Having these documents in order will reduce the time that it will take you to fill out the IRB application and help you in insure alignment with the IRB application and process. This list is also reflected in section 12 of the IRB application and for initial submission and depending on your modification, may be necessary.

Required Documents

Please use the following checklist to for guidance on submitting the following documents:

- ☐ Data collection instruments/surveys/interview questions
- ☐ Links to surveys if you are using Qualtrics/survey monkey/forms etc where the reviewer will be able to see the entirety of the survey as the research participants will see the survey.
- ☐ Recruitment materials
- ☐ Readability reports for all recruitment materials
- ☐ Consent form (if recruiting adult participants)
- ☐ Readability reports for all consent forms
- ☐ Information letter (if applicable for exempt studies)
- ☐ Readability reports for all consent forms
- ☐ Assent forms and parental consent form (if recruiting minor participants and do not meet an exempt category)
- ☐ Readability reports assent form, and/or parental consent form
- ☐ CITI training certificates for PI, supervisor/chair/mentor, committee members, and/or co-investigators

Optional Documents

You will provide the following documents if they are applicable to your study:

- ☐ Non-disclosure or confidentiality agreements
- ☐ Proposals that explain the research
- ☐ Explanations of the way that data will be collected if using a particular instrument (eg. Eye tracking)
- ☐ Data use agreement
- ☐ Site permission letter (these can be emails from schools/businesses, etc that indicate you may do the research at that particular site).
- ☐ Site IRB approval letter (If you already have IRB approval from another site, this might happen if you are a co-PI on a grant and the IRB is at the other institution.

Please if this is the case reach out to the compliance office as you there are many part of the IRB application you might not have to do (like information letter or consent depending on what was approved and where the research will be).

- ☐ Debriefing script
- ☐ Resume'/CV
- ☐ American Indian/Alaska Native Supplemental Form
- ☐ International Research Supplemental Form
- ☐ IRB approval letters from all data collection sites that have their own IRB or designee (hospitals, colleges, community colleges, schools, big businesses etc)
- ☐ IRB approval from primary investigator's affiliate, if Western faculty/staff/student is not the PI
- ☐ DoD approval letter, if military participants, sites, or materials are involved
- ☐ International research approval letters from the IRB-equivalents (e.g. Research Ethics Board - Canada), when local approval is required
- ☐ Conflict of interest letter (If you might gain financially from the findings in this research study, please explain in a letter. Please also explain how you will minimize coercion to participants based on the possibility of financial gain.)
- ☐ If collecting saliva samples, include the procedures, the cost it will be for you to process the samples, the lab, any information about the lab (website, etc).
- ☐ If you have a license that pertains to the study please include it (yoga certification, therapist, social worker, teacher, principal, massage, etc)
- ☐ Other materials to support, clarify, or be used in the research.