

Is my IRB ready to submit?

# APPLICATION REQUIREMENTS Checklist

(All may not apply depending on your specific study methods)

## 1. DRAFT

- ☐ Added PI/Co-PI/Faculty Advisor as Reviewer & Signer on "Personnel" tab
- ☐ Answered all questions in the application clearly
- ☐ Completed financial conflict of interest disclosure: OAD Form (non-employees-as an attachment) OA Portal (employees)
- ☐ Completed CITI Trainings (Click to Refresh OR attach certificates)
- ☐ Attached consent/assent forms using pre-approved templates
- ☐ Attached all recruitment forms using pre-approved templates
- ☐ Attached all surveys/interview guided questions/questionnaires/measures
- ☐ Included Qualtrics link & PDF for surveys
- ☐ Attached all necessary contracts & agreements (if applicable)
- ☐ All Reviewers & Signers have signed the protocol
- ☐ Ready to Submit! Via Workflow: IRBCO Administrative Review

## 2. AMENDMENTS

- ☐ Answered all questions in "Amendment" tab
- ☐ Attached all amended study-related materials
- ☐ Attached all necessary contracts/agreements (UTRGV data shared externally)
- ☐ Made all edits to the questions impacted by the amendment in the application itself
- ☐ Ready to Submit! Via Workflow: IRBCO Administrative Review

## 3. PROJECT CLOSURE

- ☐ Answered all questions in the Project Closure tab
- ☐ Ready to Submit! Via Workflow: IRBCO Administrative Review

**Navigating  
Tick@Lab: Click  
Here**