IRB Research Protocol Checklist

All protocols must include the following items:

1. ☐ Research Protocol Review Form (All signatures included and all sections completed)

2. ☐ **Consent Form or Information Letter** and any Releases (audio, video or photo) that the participant will sign.

3. ☐ **Appendix A** – "Reference List"

4. ☐ **Appendix B** – if e-mails, flyers, advertisements, generalized announcements or scripts, etc., are used to recruit participants.

5. ☐ **Appendix C** – if data collection sheets, surveys, tests, other recording instruments, interview scripts, etc. will be used for data collection. Be sure to attach them in the order in which they are listed under Protection of Data section, item #3.

6. ☐ **Appendix D** – if you will be using a debriefing form or include emergency plans/procedures and medical referral lists. (A referral list may be attached to the consent document)

7. ☐ **Appendix E** – if research is being conducted at sites other than East Stroudsburg University or in cooperation with other entities. A **permission letter** from the site / program director must be included indicating their cooperation or involvement in the project.

   NOTE: If the proposed research is a multi-site project, involving investigators or participants at other academic institutions, hospitals or private research organizations, a letter of **IRB approval** from each entity is required prior to initiating the project.

8. ☐ **Appendix F** – Written evidence of acceptance by the host country if research is conducted outside the United States.