

- 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.
- 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.

- 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).
- If applicable, you have attached to your application the appropriate consent form, letter, or script containing all of the elements of informed consent. If a paper copy is to be distributed to participants, it must be on SJSU letterhead. Refer to the IRB website for samples of consent forms, letters, and instructions for online surveys.