

HUMAN SUBJECTS INSTITUTIONAL REVIEW BOARD

Checklist for Submitting Your Research Protocol to the IRB Office

PRELIMINARY STEPS

[Consent Handbook](#) Templates for the most commonly used documents should be accessed on our [forms page](#) and the formatting on all consent documents must have a bottom margin of at least one inch to allow the IRB office to digitally stamp the document.

Translations

If applicable, you have prepared translations of any study materials to be distributed to participants AND you have had a [Verification of Translation Accuracy Form](#) signed by someone other than the members of the research team who is adept in the language.

Agreements from Outside Institutions

If applicable, you have obtained agreements from the appropriate authority at outside institutions, organizations, or agencies if they: 1) will administer any research procedures on your behalf beyond passing along a recruitment message, 2) will provide you with access to private secondary data about