



IRB APPLICATION CHECKLIST

In preparing an IRB application package for review and to avoid undue delays in the reviewing process, applicants are asked to review them to make sure all the following components are submitted (if applicable to their study). The IRB Application, informed consent form(s), and all supporting documents including flyers and outreach emails, must be emailed to irb@ramapo. All materials should be typed.

- Completed IRB Application for Review of Research with Human Participants Form
- Informed Consent Form and/or Assent Form and Parental Consent Form, as applicable
 - A clear explanation of the purpose of the in language appropriate for the subject group (with all procedures specifically identified, including if any procedures are experimental)
 - A description of what participants will be asked to do, including expected duration
 - Names and appropriate contact information of researchers who are conducting the research
 - A description of expected risks or discomforts for participants
 - A description of expected benefits both to participants and society from the research
 - A disclosure of alternative procedures available
 - Description of compensation offered, if any
 - Who to contact to answer any questions raised by a subject regarding procedure, concerns, complaints, etc.
 - A statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the participant is otherwise entitled.
 - A statement regarding the freedom to withdraw/discontinue participation at any time without loss of benefits which the subject is otherwise due (especially when the subjects are students enrolled in a class)
 - A description of whether data will be collected anonymously, if applicable
 - A description of how subjects' confidentiality will be maintained
 - A statement that any concerns regarding the rights of the research subject or in the event of a research-related injury to the participant should be directed to the Ramapo College IRB at irb@ramapo.edu. In cases where consent forms are not required, subjects can be provided this information at the conclusion of the study session verbally or in writing.

- A statement of consent indicating that the participant is at least 18 years old, that they have read the consent form and consent to participate. (Adjust for child studies where parents would give consent).
 - Include spaces for signature and date. Anonymous or online consent forms could include a checkbox along with the statement of consent or typing in name and date below the statement.
 - If requesting consent for recording, a separate opportunity to consent or not to recording.
 - If requesting consent to identify the participant in publications, a separate opportunity to consent or not to identification.
 - Statement that the participant may keep a copy of the informed consent form (and how)
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- CITI research training certificate for PI and all staff that will interact with subjects or data (within three years)
 - Copies of all questionnaires/surveys, instruments, interview scripts, etc.
 - Debriefing form in the case of deception or sensitive topics that may make debriefing appropriate
 - Copies of all solicitation letters, recruitments flyers, emails, phone scripts, etc.
 - On-site approval letter and/or IRB approval letter (for research at a non-Ramapo College site, for example, at a hospital, school, clinic, etc.)
 - Approval of IRB where outside researcher is a full-time employee, if that institution is not Ramapo College
 - [Financial conflict of interest form](#)