Investigator’s Checklist for IRB Submission

Please make sure that your file name contains your full name. Please make sure that your application is complete prior to submitting it to the NJCU IRB. Please be certain that your consent form (or procedure) includes all of the information listed below.

All applications must be submitted by the NJCU faculty or staff member who is serving as the Principal Investigator (PI). Neither students nor external researchers may submit an application. (For all students, a faculty member must serve as the PI; all external researchers must have an NJCU faculty sponsor.)

Submit the completed application and accompanying documents as one document or pdf to IRB@njcu.edu and kresch@njcu.edu. All emailed applications must be received a minimum of four weeks prior to starting your research investigation. Final approval will not be granted before receipt of all required documents.

**Application**

☐ Completed and signed Proposal Submission Form
☐ Protocol Summary (5-page limit) that identifies the research question and describes methods
☐ A list of data collection instruments that coincides with the study described in the Protocol Summary
☐ Recruitment materials (as applicable)
☐ Consent document(s) or the rationale for deviation from written consent

**All Consent Form(s)** are written for a general audience; are specific to subjects (and/or their parents/guardians); identify the researcher, the researcher’s position, and his/her institution; and:

☐ Describe the study and the procedures (activities, duration, and/or audio, photographic, or videotaping*) in lay terms
☐ Clearly state that there are no benefits or known risks or clearly explain the precautions that will be taken if there are risks (Monetary payment does not constitute a benefit.)
☐ Include a statement that participation is voluntary and that all subjects have the right to skip any questions or activities and to opt out at any time without penalty
☐ Provide the names of all contact persons for the study, including the Principal Investigator and, for external researchers, the NJCU sponsor
☐ Include this statement: “If you have questions about your rights as a participant in this study, you may contact Dr. Ashok Vaseashta, chair of the NJCU IRB, at (201)200-2453 or avaseashta@njcu.edu.”
☐ Include a statement of confidentiality**
☐ Have places for signatures and the date.

** If the research project is planned to deviate from complete anonymity, the researcher may include a waiver to use the names of respondents, but the researcher must specify how all data will be used.
* Furthermore, for any study using audio, photographic, or video recordings, the researcher must also completely explain the use of these recordings, the plan for their storage, and if and how this information will be disseminated.