

Human Subjects Research Submission Checklist

This checklist will help you put together a complete submission. Please refer to the website for additional information and templates www.rit.edu/research/hsro/

<input type="checkbox"/> Completed Form A with signatures (Researcher, Research Advisor, Department Chair/Supervisor)	
<input type="checkbox"/> Include Supporting documents	
<input type="checkbox"/> Abstract in every-day language	
<input type="checkbox"/> Data collection tools	
<input type="checkbox"/> surveys,	
<input type="checkbox"/> interview questions, etc.	
<input type="checkbox"/> Appropriate informed consent documents	
<input type="checkbox"/> Informed Consent	
<input type="checkbox"/> Parental Consent if necessary	
<input type="checkbox"/> Child Assent if necessary	
<input type="checkbox"/> Description of any tasks you ask of subjects that aren't part of data collection tools	
<input type="checkbox"/> All means of communication with prospective subjects	
<input type="checkbox"/> advertisements/poster/flyers,	
<input type="checkbox"/> telephone scripts,	
<input type="checkbox"/> emails,	
<input type="checkbox"/> speech that will be read or signed in class,	
<input type="checkbox"/> invitation letters, etc.	
<input type="checkbox"/> Letter of support if working in a school or similar setting with subjects under the age of 18	
<input type="checkbox"/> Letter of support if working with data from an outside institution	
<input type="checkbox"/> Evidence of Human Subjects Protections Training (Module Two <i>Investigator Responsibilities & Informed Consent</i> at http://ohrp-ed.od.nih.gov/CBTs/Assurance/login.asp)	
<input type="checkbox"/> Also acceptable is a certificate for similar training from another institution or attendance at an RIT Student Seminar or PI Institute on Human Subjects.	