



IRRB APPLICATION CHECKLIST

This checklist is designed to help the research complete and submit an application to the Southwestern Community College District (SWCCD) Institutional Research Review Board (IRRB). Many of these items will be included as part of the application. These items should be included either directly in the application or as separate PDF attachments. The Non-Disclosure Statement is not included as part of the application. The Non-Disclosure Statement may be requested from jelder@swccd.edu or downloaded from the website. The Non-Disclosure Statement and Sections 2 and 11 require signatures. Please be sure to get the appropriate signatures where necessary.

DOCUMENTS IN FILE	YES	NO
A. Cover Sheet (Included as part of application)		
B. Protocol (Included as part of the application)		
1. Purpose		
2. Method Section		
3. Subjects		
4. Potential Benefits		
5. Potential Risks		
6. Precautions Taken to Minimize Risks		
7. Compensation of Subjects		
8. Detailed Description of Data to be Collected		
D. Consent Form (Included as part of the application)		
E. Non- Disclosure Statement (Not in the application)		
F. Instruments (Included in the application)		
G. NIH/ CITI Training Certificate (Included in the application)		
<i>Other: Signatures in Sections 2 and 11</i>		