

# SSU IRB Application Checklist

## Faculty, Staff, and Student Researchers

A. Download and complete the [IRB Application for Approval of Research Involving Human Subjects](#) located on the Office of Research & Sponsored Programs (ORSP) web page under [Forms and Resources](#).

B. Complete the online “CITI IRB Training,” for the Protection of Human Research Participants provided by Collaborative Institutional Training Initiative (CITI). Instructions are available on the [ORSP](#) web page under [Forms and Resources](#) → [CITI IRB Training Instructions](#). **All Applicants, Co-Investigator(s) and Faculty Advisor(s) must submit a Certificate of Completion of this training with all applications.** We will accept any CITI certificate completed within the last five years.

C. Confirm that the **Informed Consent** contains all the required elements listed on the **Informed Consent Guidelines Documents** available on the ORSP web page under [Forms and Resources](#) → [Informed Consent Guidelines](#) and the [Informed Consent Checklist](#). Submit a complete protocol that includes any participant recruitment materials, researcher scripts, instruments, assessments, interview questions or questionnaires that will be part of the research project.

D. Send your **signed** IRB application packet and this completed IRB Application Checklist to the ORSP ([irb@sonoma.edu](mailto:irb@sonoma.edu)) from a valid SSU email address (or deliver the proposal with signatures 1040 Salazar Hall, c/o Arcelia Sandoval). A complete application must include this checklist, the application with a **digital or wet signature**, answers to all protocol questions, and any relevant attachments.

E. **STUDENT RESEARCHERS - Your faculty advisor must review your proposal and initial the bottom of this checklist and sign the application coversheet.**

Contact Arcelia Sandoval with questions either by phone (707.664.2066) or email [irb@sonoma.edu](mailto:irb@sonoma.edu). A complete proposal will be assigned a tracking number, which begins the review process. Do not begin your research without a formal IRB approval letter.

Signature \_\_\_\_\_ If applicable, student’s Faculty Advisor initials: \_\_\_\_\_  
Principal Investigator

Print Name \_\_\_\_\_  
Principal Investigator

**Faculty Advisors** - Your initials confirm you have reviewed your student's IRB application packet.

### Information Resources on Human Subjects and IRB at SSU

Human Subjects page: <http://orsp.sonoma.edu/research-compliance/human-subjects>