

## IRB Research Proposal Checklist (Read Me First)

University policy requires that the Institutional Review Board (IRB) review all research involving human subjects before the research procedures are implemented and data is collected. All MSUM IRB proposals are submitted using [IRBNet](#). Start by creating an account at IRBNet and download the “How to Register for IRBNet” document for more information.

In order to protect subjects and student investigators, the IRB requires that the Principal Investigator must be a MSUM faculty or staff member. Graduate or undergraduate students may only serve as Co-Investigators. IRB training is required before proposals can be submitted for review. MSUM uses [CITI](#) (Collaborative Institutional Training Initiative) to provide the online training component for members of the MSUM community.

There are three types of research proposals: Exempt Status, Expedited Review, and Full Review. Please refer to the IRB website for details regarding types of proposals. In completing the application, be aware that the persons reviewing it may be unfamiliar with the field of study involved. Present the request in non-technical terms.

**Use the checklist below to insure that you have all the required documentation for your proposal uploaded on IRBNet. Please note that some items may not be required depending on your type and nature of your research. If you have questions on any on any of the requirements listed below, please e-mail [irb@mnstate.edu](mailto:irb@mnstate.edu).**

### Checklist for Requests for Exempt Status:

<u>IRBNet Document Type to Select from Drop Down Menu</u>	<u>Item Description</u>
Abstract/Summary	Abstract or summary of the proposed study
Application Form	IRB Request for Exempt Status Form
Child Assent	Statement on method of assent for proposals dealing with minors or other vulnerable populations, when applicable
Consent Form	Informed consent form or implied consent letter for surveys
Cover Sheet	IRB Application Cover Sheet
Letter	Signed letter of permission from an institutional representative, if research is to be conducted at an institution such as a school, hospital, etc. This includes a letter of support from MSUM offices such as Institutional Effectiveness, Academic Support Center, Career Development Center, Athletics, etc.
Other	Debriefing statement, when applicable
Protocol	Complete statement of research methods
Questionnaire/Survey	Copies of the instruments being used to collect data, when applicable

**Checklist for Requests for Expedited or Full Review:**

<u>IRBNet Document Type to Select from Drop Down Menu</u>	<u>Item Description</u>
Abstract/Summary	Abstract or summary of the proposed study
Application Form	IRB Request for Expedited or Full Review Form
Child Assent	Statement on method of assent for proposals dealing with minors or other vulnerable populations, when applicable
Consent Form	Informed consent form or implied consent letter for surveys
Cover Sheet	IRB Application Cover Sheet
Letter	Signed letter of permission from an institutional representative, if research is to be conducted at an institution such as a school, hospital, etc. This includes a letter of support from MSUM offices such as Institutional Effectiveness, Academic Support Center, Career Development Center, Athletics, etc.
Other	Debriefing statement, when applicable
Protocol	Complete statement of research methods
Questionnaire/Survey	Copies of the instruments being used to collect data, when applicable