

LIBERTY UNIVERSITY

INSTITUTIONAL REVIEW BOARD

IRB APPLICATION CHECKLIST

Use the checklist below to make sure you have submitted the necessary documents to the IRB:

I have completed the necessary [CITI Training](#). (You may submit your application prior to completing CITI Training, however the IRB will not be able to approve your research until CITI Training is completed).

- **Please note:** You do not need to send the IRB your CITI completion certificate. The IRB receives reports automatically and verifies CITI training during the review process.

If applicable, I have created the following supplemental documents ([templates](#)) and attached them to my [Cayuse IRB](#) application as separate Word documents*:

Permission Request Letter(s)

Recruitment Materials:

- ✓ Letter(s)
- ✓ Announcement(s)
- ✓ Social Media Post(s)
- ✓ Email(s)
- ✓ Flyer(s)
- ✓ Verbal/Phone Script(s)
- ✓ Follow-Up(s)

Consent Materials:

- ✓ Consent Form(s)
- ✓ Child Assent Form(s)
- ✓ Parental Consent Form(s)
- ✓ Debriefing Form(s)

Instruments:

- ✓ Survey Questions
- ✓ Questionnaires
- ✓ Interview Questions
- ✓ Focus Group Questions
- ✓ Other Test/Assessment Material

If applicable, I have attached proof of permission (as a letter, or email response) to my Cayuse IRB application.

I have submitted my application and the above supplemental documents to the IRB through Cayuse IRB (liberty.cayuse424.com).

Please note: Proof of permission and proprietary instruments may be submitted as PDFs.

If you are unable to access Cayuse IRB, please contact the IRB, irb@liberty.edu.