

# 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 an IRB application and the IRB **will accept and review** it even if you have not completed CITI, but the IRB **will not approve** an application **before** the CITI completion requirement has been met).

- **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.

☐ **I have created the supplemental documents ([templates](#)) listed below that are needed for my study 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
- Questionnaire Questions
- Interview Questions
- Focus Group Questions
- Other Test/Assessment Material

☐ **If applicable, I have attached documentation of permission or IRB approval from my study site(s) (as a letter, or email response) to my Cayuse IRB application. See the [FAQs page](#) for information on when documentation of permission or IRB approval is needed.**

☐ **I have submitted my application and the above supplemental documents to the IRB through Cayuse IRB.**

*\*Documentation of permission and proprietary instruments may be submitted as PDFs.*

If you receive a “**forbidden**” message when you attempt to log in to Cayuse, please [submit an access request](#). We’ll need to create your profile in Cayuse, and you will have access on the following day.