

CHECKLIST FOR SUBMITTING STUDENT RESEARCH APPLICATION via IRBNet

Please ensure that the following items are included in your application package prior to submitting your application on IRBNet for Institutional Review Board approval.

- Student application retrieved from IRBNet www.irbnet.org has been filled out completely (all questions have been answered). Combine your application and thesis into one pdf document before uploading on IRBNet.
- You have attached to your package all data collection instruments and other materials to be distributed to participants (e.g. surveys, questionnaires, interview questions).
- You have attached to your package the appropriate consent form. Examples can be found on IRBNet at “Other Tools” – “Forms and Templates”.
- If applicable you have obtained permission from outside institutions or agencies that either serve as a source of subjects, a source of records, or on whose property your project will be conducted. Permission from such institutions or agencies must be on their letterhead and must include the title of the study, the time frame for which permission is granted, and the title and typewritten name of the person with the authority to grant permission, in addition to their signature. For those of you planning to conduct research at the public schools, please note that VI Department of Education (VIDE) has an application process for conducting research in public schools. VIDE approval does not circumvent IRB approval.
- You have attached your NIH Human Research Participant Training Certificate. Student researcher has completed a mandatory online training on Protecting Human Research Participants through the National Institute of Health Extramural Research: <http://phrp.nihtraining.com/users/login.php?l=3>.
- You have shared your application with your Faculty Advisor. Your advisor must be granted Full Access to your project. **The advisor must be registered on IRBNet and has completed online training on Protecting Human Research Participants. The training certificate must be linked to your application.**
- You have electronically signed the application on IRBNet.
- Your Faculty Advisor, after review and approval (signature) must submit the application package on IRBNet. **No student is allowed to submit the application package**

Note: An incomplete and unsigned application package will delay the review of your application.

Please direct any questions to www.irb@live.uvi.edu or the Office of Sponsored Programs at (340) 693-1176.