|  |  |  |  |
| --- | --- | --- | --- |
| **DOCUMENTS** | **Undergraduate** | **Graduate**  **(Master’s Thesis and Doctoral Dissertations)** | **Faculty and Staff** |
| Abstract (1 page) | X | X | X |
| \*Appendix A – Key Study Personnel Roster (**only for projects with Co-PI and research team**) |  | X | X |
| \*Appendix B – Research Team Confidentiality Agreement (**only for projects with Co-PI and research team**) |  | X | X |
| Undergraduate and Graduate Research Proposal (Prospectus are not acceptable) | X | X |  |
| Thesis & Dissertation Committee Approval Letter |  | X |  |
| \*Participant Consent Form for individuals and focus groups | X | X | X |
| \*Child Assent Form (only if your study includes minors) | X | X | X |
| Parental Permission (Consent) Form | X | X | X |
| Certificates of Confidentiality |  | X | X |
| \*Student Protocol Application (Undergraduate) | X |  |  |
| \*UVI IRB Face Page |  | X | X |
| \*UVI IRB Protocol Application |  | X | X |
| ALL Data Collection Instruments: Questionnaire, Survey, and Interview Questions. Paper and electronic format - include the link to the online survey (the link must show all questions in the survey for evaluation). | X | X | X |
| Recruitment materials (flyers, posters, advertisements, letters, scripts for in-person, telephone conversation, and focus groups, etc.) | X | X | X |
| CITI Program Human Research Participant Training Certificate | X | X | X |
| Permission Letter(s): If applicable you have obtained permission from outside institutions or agencies, on their letterhead or official email, that either serve as a source of subjects, a source of records, or on whose property your project will be conducted. Permission must be granted by an authorized official of the institution | X | X | X |
| Approved application from the VI Department of Education to conduct research in the VI Public School System | X | X | X |
| Approval Letter - Ethics Committee or IRB equivalent (Foreign Research Projects) | X | X | X |