IRB Submission Checklist

For Full applications or Claim of Exemption applications, 2 hard copies of the signed application and all supporting materials should be dropped off at the NEIU main campus in Lech Walesa Hall, room 0006a and 1 electronic copy of all materials should be emailed to irb@neiu.edu.

The application cannot be distributed for IRB review unless the following requirements have been met:

☐ Both paper and electronic copies of all materials are received

☐ The application template has been completed and instructions followed

☐ The package contains all supporting materials, (i.e. copies of surveys, interview questions, research instruments, permission letters as needed, recruitment materials, translations as needed, collaborative institution IRB approval, etc.)

☐ The package is fully paginated

☐ All required signatures are in place, (i.e. PI, Faculty Sponsor when applicable for student PIs, and the Department Head)

☐ The Informed Consent form aligns with the NEIU template

☐ The electronic versions of the completed application template and Informed Consent form submitted to irb@neiu.edu are in Microsoft Word or other editable format

☐ All applicable Appendices have been completed, (i.e. Use of School Classrooms, Use of Children as Subjects, Use of International Subjects, etc. See http://www.neiu.edu/academics/research/institutional-review-board/irb-resources)

If you have questions about the IRB submission process, please email us at IRB@neiu.edu.