



ROCKY VISTA UNIVERSITY

OFFICE OF RESEARCH COMPLIANCE & QUALITY ASSURANCE (ORC-QA)
HUMAN INSTITUTIONAL REVIEW BOARD (HIRB)

IRB STUDENT RESEARCH APPLICATION SUBMISSION CHECKLIST AND TO DETERMINE WHICH “REQUEST FOR REVIEW” CATEGORY SHOULD BE USED (EXEMPT, EXPEDITED, OR FULL) SEE P. 4 CHART

Project Title: _____

Principal Investigator(s)(Faculty): _____

Department Affiliation: _____

Principal's Contact Information: Office Loc.: _____ Tel: _____

Email: _____

Key (Student) Personnel:

NAME _____ Email _____

NAME _____ Email _____

NAME _____ Email _____

NAME _____ Email _____

<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the project involve human subjects?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the project involve physically or psychologically invasive or stressful procedures?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the research involve a vulnerable population? Children? <input type="checkbox"/> Yes <input type="checkbox"/> No Pregnant Women? <input type="checkbox"/> Yes <input type="checkbox"/> No Prisoners?



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WILL THIS BE AN EXEMPT, EXPEDITED, OR FULL REVIEW BY THE IRB? (See Chart to help determine which Request for Review category must be submitted to the IRB.)

RESEARCH PROJECT CHECKLIST

- Review RVU Research website to gain familiarity with definitions of research and IRB FAQs:
<http://www.rvu.edu/academics/research>
- Meet with Faculty Sponsor/Investigator to review idea and/or proposal. Good reference:
https://www.bcps.org/offices/lis/researchcourse/key_elements.html
- Meet with the Writing Center to ensure research design is appropriate and includes all elements of an effective research design.
- Meet with the RVU Director of Research (Dr. Duane Brandau) to review, if questions.
- Meet with the Principal Investigator (Faculty) for final review.
- Obtain signature from Associate Dean of Student Affairs to certify academic standing.
- Complete the Human Subjects Protection (CITI) training module and print completion certificate:
<https://www.citiprogram.org/IntroductiontoResearch>
- Request research forms from the IRB Compliance Administrator: ldement@rvu.edu**
- Complete IRB Research Submission Application and submit to RVU IRB Compliance Office.
At: ldement@rvu.edu (Ms. Laura Dement, 720-874-2481)
- If revisions to the IRB application are required, make any required changes and re-submit.

SIGNATURES of APPROVAL

Principal Investigator (Faculty) _____ Date _____

Supervising Authority (Chair or Dean) _____ Date _____

Student Affairs Authorization _____ Date _____

(This signature certifies that all students named on this proposal are eligible to participate in extracurricular research)

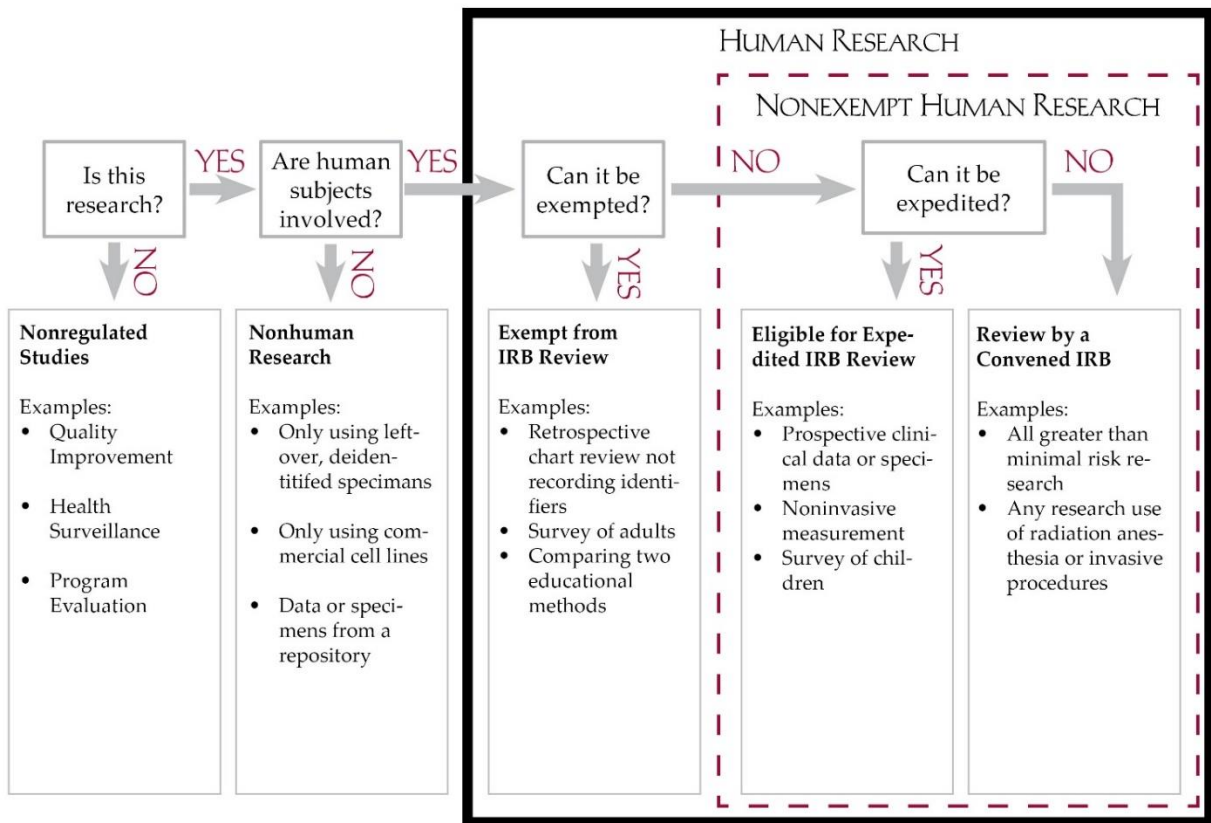
PLEASE SUBMIT THIS CHECKLIST AND DOCUMENTATION VIA EMAIL WITH THE APPROPRIATE REQUEST FOR FORMS (EXEMPT, EXPEDITED, OR FULL) TO MS. LAURA DEMENT, IRB COMPLIANCE ADMINISTRATOR, AT: LDEMENT@RVU.EDU QUESTIONS, CALL 720-874-2481



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RESEARCH DESIGN FIGURE



IRB Use Only			
HIRB # _____			
CITI Training Complete? Yes ___ No ___	Designation _____	Grant? Yes ___ No ___	