

## Heartland IRB Application Checklist



Regardless the type of research tool(s) you will employ for your research, a standard set of documents must be completed and submitted to Heartland IRB [HIRB] as part of the application process. Each form must be completed and submitted along with any additional documentation that has been noted on the form (such as a copy of your survey or the principal investigator's curriculum vitae). Use the Checklist below to assist you in making sure you have completed the forms required for the HIRB application process.

### 1. Protocol Review Form

- a. Additional documents required:
  - i. See the last page of this form for the list of additional documents you might have to provide.

### 2. Investigator Review Form

- a. Additional documents required:
  - i. Any applicable, current professional license held by the Principal Investigator(s)
  - ii. Curriculum Vitae for every Principal Investigator

### 3. HIRB Criminal Background Check Requirement

- a. Have the applicable police agency perform an official background check on Principal Investigators to be involved in the research project and send an electronic copy of the results with your paperwork to HIRB.

*OR*

- b. Complete the **HIRB Criminal Background Assurance Form**, sign and date the form, and include an electronic copy of this form with your HIRB application.

4. A **copy of all consent forms with informational cover letters** explaining the project. If you need examples of the type of information required for inclusion in such a consent/assent form, please, use the following forms located on the HIRB Forms page as examples.

- a. Consent/Cover Letter Required Elements
- b. Sample Participant Consent Form
- c. Sample School Administrator Consent Form
- d. Sample School Teacher Consent Form

5. A copy of the **Certificate** stating you have successfully completed our online **Heartland IRB Certification Assessment** offered on this website. You can also find it in the Certification section under the Registration tab.

### 6. Credit Card Processing Form