ACADEMY *of* ART UNIVERSITY®

FOUNDED IN SAN FRANCISCO 1929 BY ARTISTS FOR ARTISTS

Checklist for Submission of IRB Application Packets

Please use this checklist to ensure that the application packet that you submit to the IRB is complete.

Please **email** the documents to IRB at: IRB@academyart.edu

The Application Packet must contain these FOUR items:

1. The Application Memo:
    a. Does it briefly describe your graduate research?
    b. Does it state how many surveys or interviews that you want to conduct?
    c. Does it describe how you will disseminate the survey? (In-person, online, via email)
    d. Does it describe who your target audience might be?
    e. Does it state that the survey/interview findings will be confidential? (For the purposes of your research, the results cannot be "anonymous" because the participants have to sign a consent form.)
    f. Does the Application Memo explain that you will adhere to all of the policies set by the IRB and that you will present all of the original consent forms/ completed surveys at your Final Review?
    g. Is the Application Memo free of errors in spelling, punctuation and grammar?
    h. Have you signed the original Application Memo? **You can indicate your "signature" on the Application Memo by putting your initials in bold/italic in the signature block.**
    i. Has your Director/Faculty Supervisor reviewed your original Application Memo AND all of the contents of your application packet? **Your Director/Faculty Supervisor can email IRB@academyart.edu stating that s/he has reviewed and approved the package.**

2. Cover Letter that will be given to anyone who participates in your survey/interview.

3. Consent Form

4. Survey and/or interview questions

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