

3. Checklist for Proposal Submission to the IRB

Investigators – Group 1	Submit
<ul style="list-style-type: none"> • HSU Faculty/Staff conducting their own investigations as the Primary Investigator (PI) • HSU Faculty/Staff completing degree requirements at another institution • HSU Faculty/Staff who are collaborating with Primary Investigators (PI) from other institutions <ul style="list-style-type: none"> • If proposal has been approved by another federally sanctioned IRB please submit approval letter • HSU Students who are conducting human research as a course or degree requirement, including undergraduate or graduate research projects, theses, dissertations, etc. 	<ul style="list-style-type: none"> • Cover letter/email • Certificate of completion for protection of human subject’s course • Proposal, i.e., consent form and appendices as needed
<ul style="list-style-type: none"> • Faculty/Staff/Students from other institutions 	<ul style="list-style-type: none"> • Same materials as above • IRB approval letter from home institution
Students & Professor – Group 2	Submit
<ul style="list-style-type: none"> • Students who are completing a class assignment on classmates where the research process/results will ONLY be discussed in class. 	<ul style="list-style-type: none"> • Written statement from professor making IRB aware of course requirement • Certificate of completion for protection of human subject’s course by professor