

APUS IRB Checklist

Please reference this checklist while completing your IRB application. Confirm you have completed all the required steps. All items with an **asterisk (*)** are required.

- I. CITI Training Report *****
 - Register and complete the correct training module: **Social & Behavioral Research Investigators – Basic/Refresher**. Register here: <https://about.citiprogram.org/>
 - For further instructions and frequently asked questions, view our Researcher Ethics Training page: <https://www.apus.edu/academic-community/research/institutional-review-board/research-ethics-training>
 - To upload your completed training to your IRB application, select “**print/view**” report and save as a PDF.

- II. IRB Application *****
 - Close all APUS pages you have logged into, open a new browser, and clear your history, cache, and cookies. You will receive an error if this is not complete.
 - Go to <https://apus.my.irbmanager.com>
 - Sign in by using your APUS username and password (Student ID and password)
 - Select “Click here to submit a new IRB application” on the left side of the page.
 - Complete all components of the IRB application and then select “submit”.
 - You will have additional components in this checklist to add to your application.
 - Track the IRB application’s progress on your IRB Manager dashboard. If you have questions about the status of your application, email apus-irb@apus.edu.

- III. Consent Forms *****
 - A consent form template is found on the dashboard of IRB Manager and is hyperlinked in the IRB application.
 - Modify the template for consistency with the research design plan
 - Ensure all information and formatting is consistent and correct

- IV. Research Instrument *****
 - PI to provide questions intended for research subjects.
 - Online survey links are unacceptable
 - If observation is part of the study, provide the observation checklist

- V. Recruitment Materials *****
 - PI to provide recruitment materials. This is included, but not limited to: flyers, advertisements, social media posts, email, and/or phone scripts

- VI. Letter of Permission from external company, organization, etc. (if applicable)
 - PI to provide signed letter of permission if requesting to conduct human subject research within that organization

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- VII. Letters of Informed Consent (if applicable)
 - PI to provide Parental Informed Consent or Letter of Assent if subjects of research are minors.
- VIII. Internal Research Request Board (IRRB) (if applicable)
 - If research subjects include APUS Students, Faculty, or Staff, they must indicate this in their IRB application. At that time, the IRRB will convene to review the research. For more information, visit the IRRB website here: <https://www.apus.edu/academic-community/research/institutional-review-board/irrb>