

**Research Proposal Checklist
for Submission to the Institutional Review Board on the Use of Human Subjects in Research**

Title of Study: _____	
Name of Investigator(s): _____	Phone: _____
Campus Address: _____	MSC: _____
Email Address: _____	
Research Advisor (if applicable): _____	Phone: _____
Email Address: _____	MSC: _____

(Investigator - Please Organize Material on the following page using the Topics Below)

PURPOSE OR OBJECTIVE(S)

- Limited to one page

PROCEDURES (Included are:)

- Research design and sampling
 Method of collecting data (emphasize possible risks, and protection of subjects)
 Time frame of study

DATA ANALYSIS

- Discussed how confidentiality of subjects and their responses will be maintained
 Discussed how data will be stored to ensure confidentiality of subjects

REPORTING PROCEDURES

- Identified audience to be reached in the report of the study
 Identified the presentation method(s) to be used
 Discussed how feedback will be provided to subjects

EXPERIENCE OF THE RESEARCHER

- Prior relevant experience of the researcher, supervisor, and/or consultants

ADDITIONAL ATTACHMENTS (if applicable:)

- Consent forms (in duplicate-one copy for the subject and one for the investigator)
 Letters of permission
 Cover letter(s)
 Questionnaire
 Tests
 Additional attachments relevant to the study

NOTIFY OSP OF INTENT TO SUBMIT FOR EXTERNAL FUNDING

- Project will be submitted for External Funding
If yes, submit proposal to Sponsored Programs: MSC 5728

Funding Agency _____

Program _____

- *SUBMIT PROPOSAL AND CHECKLIST ELECTRONICALLY TO: JMU_grants@jmu.edu

TRAINING, TESTING AND FORM COMPLETION REQUIREMENTS

- Completed IRB training on (insert date here) at <http://www.jmu.edu/sponsprog/irb.html>

*Note: Proposals cannot be reviewed by the IRB until all *required* checklist items are present. A sample form that reviewers will use to evaluate your proposal is available from the Sponsored Programs web site at: <http://www.jmu.edu/sponsprog/irb/ProtocalEvalForm.doc>