

Checklist for IRB Submission

- Cover Sheet (obtain on- line or in Psychology Department office)

- Description of Participants (who, how many needed, & how they will be recruited, e.g., "I want to obtain 40 students from the Psychology 101 Subject Pool)

- Description of Instruments (names, date of publication) or materials (e.g., the 20 words you are going to show people)

- Procedure (e.g., are you running participants in groups; the order of presentation of materials, etc.)

- If you are using deception, explanation of the need to do so

- All Instruments/stimulus materials must be attached (e.g., BSRI; magazine ads)**

- Informed Consent document (unless you are doing anonymous surveys)

- Debriefing document

- IRB Training module certificate (if required)