IRB Submission Summary for Students

# Application (*Always check the IRB* [*Types of Review*](http://gsr.lau.edu.lb/irb/types-of-review.php)*)*

[ ]  Complete the [Protocol Exempt Application](http://gsr.lau.edu.lb/irb/documents.php) – if your targeted population is adults. OR

[ ]  Complete the [Initial Application for Social Behavioral Research](http://gsr.lau.edu.lb/irb/documents.php) / [Biomedical Research](http://gsr.lau.edu.lb/irb/documents.php) – if your targeted population includes children or vulnerable population or is Biomedical Research**.**

# Supporting Documents *(as applicable to your study)*

*Documents should be sent in an editable word format and as separate documents*

*[ ]* Your Research Project or Research Proposal, please use the [Research Protocol Template](http://gsr.lau.edu.lb/irb/documents.php) and customize as needed for your research study (Required)

[ ]  Certificate of Completion – CITI Training – Link - [Protection of Human Participants in Research](http://gsr.lau.edu.lb/irb/education-training.php)

[ ]  If data collection to be done at LAU Medical Center – Rizk Hospital, please complete the attached and secure the necessary approvals – [LAUMCRH Signature Page](http://gsr.lau.edu.lb/irb/documents.php)

[ ]  Provide a letter in order to secure approval from schools or centers prior to approaching participants at those centers, if applicable. IRB should review content of this document before securing signature from the School or Center or Company etc. Template letter available: [Letter to Companies, Schools, Centers, etc](http://gsr.lau.edu.lb/irb/documents.php)

[ ]  If the data collection tool is a survey, questionnaire, interview script, make sure to include a consent introduction prior to the survey, questionnaire, interview script, you can see a template on the following link, where you can customize to your study – [Sample Introduction to Surveys and Questionnaires](http://gsr.lau.edu.lb/irb/documents.php) (this is applicable to adult participants only).

[ ]  In some cases, instead of the Sample Introduction to Surveys and Questionnaires, you might be video recording an interview, or doing and assessment, therefore depending on the study, you will have to use instead the [Informed Consent for Minimal Risk Studies](http://gsr.lau.edu.lb/irb/documents.php)

[ ]  If the data to be collected involves children and it requires child’s involvement and is not part of a classroom activity, please ensure there is Parental Consent. Template - [Parental Consent](http://gsr.lau.edu.lb/irb/documents.php).

[ ]  If children are involved and are above the age of 7, an assent should be included. Template also available under [Child Assent](http://gsr.lau.edu.lb/irb/documents.php).

[ ]  Other relevant templates also available - [Supporting Documents](http://gsr.lau.edu.lb/irb/documents.php)

# Submission

[ ]  Submission must be by email and in word documents, as well as scanning signed pages.

[ ]  Completed relevant Application signed by your Advisor and supporting documents.