IRB Review CHECKLIST

Research Project Application
STUDENT

Faculty Advisor submits ALL documents to OSPRS@coastal.edu

Indicate the type of Human Subjects Review Form you are submitting

☐ Exempt
☐ Expedited/Full Review

Have you?

☐ Completed Exempt/Expedited/Full Review Form
☐ Completed required CITI training modules
☐ Attached an Informed Consent document (ex: exempt, focus group, minor, interview, etc.)
☐ Attached ALL supporting documents (ex: surveys, recruitment letters, flyers, brochures, etc.)
☐ Attached a Debriefing Statement (if applicable)*
☐ Attached Permission/Acknowledgment Letter from External Site (if applicable)

*If your research is related to a sensitive subject, it is suggested that the contact information for Counseling Services be added to the informed consent document and debriefing information, if applicable.

Office of Counseling Services
(843) 349-2305
251 University Blvd.

Required statement on ALL Consent Forms:
The Office of Sponsored Programs and Research Services is responsible for the oversight of all human subject research conducted at Coastal Carolina University. If you have any questions about your rights as a research participant, you may contact this office by calling (843) 349-2978 or emailing OSPRS@coastal.edu.

**Failure to provide all documents can result in a delay in the review process.**