**IRB Pre-Submission Checklist**

This checklist is designed to streamline the intake process by ensuring that your proposal is as complete and accurate as possible. This will allow your submission to be assigned to an IRB committee member for review in a timely manner.

**FOR ALL RESEARCH:**

**Mandatory Human Subjects Research Training**

All investigators must complete human subjects training through Collaborative Institutional Training Initiative (CITI) program. You must upload your certificate of completion to the IRB portal at the time of protocol submission. Instructions for registering are on the [IRB’s website](https://www.reed.edu/irb/investigator-training/). Basic Human Subjects Investigator training is required for non-federally funded research. More trainings are required for sponsored research. We strongly recommend that first time researchers complete the training **prior to developing their IRB materials.**

Training is required for faculty and staff advisors of undergraduate research. The advisor must upload their own certificate of completion to the IRB Portal by the time of the protocol submission.

**Submission Form**

Download the [current version](https://www.reed.edu/irb/submission-forms.html) of the submission form. This form is updated periodically. If you use a previous version of the form or alter it in any way (e.g., editing or deleting questions), your submission will not be reviewed. The form must be completed in Microsoft Word, which is [freely available](https://www.reed.edu/it/help/office.html) to all Reed community members.

Answer all questions that apply to the category of review for your proposal, which is noted at the top of each section of the submission form.

**Additional Materials**

All of the following materials must be uploaded in the additional materials section of the IRB portal on IRIS. Your submission will not be reviewed if it is missing any of these materials.

Your recruitment materials (e.g., posters, emails, social media posts, oral scripts, etc.)

Your consent form/script. You are encouraged to use the exact text in the [IRB’s templates](https://www.reed.edu/irb/participant-consent.html), adapting them only as necessary for your project.

This consent document must include the name and contact information of the [current IRB Chair(s)](https://www.reed.edu/irb/participant-consent.html).

A document detailing your full research protocol. For survey-based research, include all of your survey questions. For structured interviews, include all of your interview questions. For experimental research, include a detailed description of tasks and sample stimuli.

Appendix A, for research involving minors (if applicable)

Appendix B, for research involving non-English-speaking participants or conducted internationally (if applicable)

**FOR SOME RESEARCH (see below for requirements relevant to your project):**

**Student Research**

Work with your faculty advisor to prepare your submission form and additional materials. An advisor is required for all student research. Your advisor should provide feedback on your materials prior to submission.

*Review process:* After you submit your proposal, your advisor will receive an automated request to approve it in the IRB portal. Following advisor approval, the proposal is sent to the IRB administrator, Kayla Johnston, for intake. Kayla will check your materials for completeness and consistency and request any necessary revisions. After revisions have been submitted, Kayla will assign your proposal to one or more IRB committee members for review. The lead reviewer will send feedback to you via the IRB portal. This may include questions to consider or requests for new or revised documents. To receive approval, all feedback must be addressed adequately. Multiple rounds of feedback and revision may be necessary.

Each time you respond to feedback or revise your materials, leave a note in the comment box in the IRB portal. This will alert the reviewer that your revised materials are ready for review.

**International Data Regulations**

The IRB is governed by federal regulations, but Reed must also comply with international data privacy laws. When human subjects research intersects with these laws, the IRB assists with the compliance process.

European Union (EU), United Kingdom (UK), European Economic Area (EEA), or People’s Republic of China (PRC)

If your research involves human subjects located in the EU, UK, or EEA, the Global Data Protection Regulation (GDPR) will likely apply. If your research involves human subjects located in the PRC, the Personal Information Protection Law (PIPL) may apply. In either circumstance, please do the following:

Complete Appendix B carefully, and email Kayla Johnston to discuss the intake process for your IRB proposal before submitting it.

Review [Reed’s Data Privacy website](https://www.reed.edu/data-at-reed/managing_data/data_privacy.html) for more information on GDPR and PIPL.

If, after discussion with Kayla and/or the IRB Chair(s), it is determined that your research is subject to GDPR, you must complete the Collaborative Institutional Training Initiative’s (CITI) “GDPR for Research and Higher Ed” course prior to submitting your materials for review.

**External Research Sites and Collaborative Research**

If you plan to recruit participants at other institutions or locations regulated by IRBs:

Obtain permission from their IRB(s) and submit it to us. You may not recruit human subjects at any other sites until you have this permission. Some external IRBs will not grant permission until after Reed’s IRB has approved your protocol.

If you are collaborating with a PI at another institution:

Email Kayla Johnston to discuss completing a reliance agreement (also known as an authorization agreement), which must be signed by representatives from Reed and the other institution. One institution’s IRB will serve as the IRB of record for reviewing the protocol, and the other institution will agree to rely on that IRB’s judgment.

**Sponsored Research**

If your research is funded by a state or federal agency, or if you anticipate future funding:

Identify your funding source (e.g., federal government, state office, etc.)

Complete required Collaborative Institutional Training Initiative (CITI) training. Email Kayla Johnston for login information. CITI completion certificates must be provided to Reed’s [Corporate, Foundation, and Government (CFG) Support office](https://www.reed.edu/faculty_grant_info/index.html) and uploaded to the IRB portal with your submission materials. The following training courses must be completed before your IRB proposal is submitted:

Human Subjects Research (required for all sponsored research with human subjects)

Responsible Conduct of Research (RCR; required for all federally sponsored research, with human subjects or otherwise)

Good Clinical Practice (required for NIH-funded research only, unless otherwise specified by the sponsor)

These training courses are required for every member of the research lab, including the PI, administrators, postdocs, and student research assistants. All lab members must complete CITI training before they begin any work in the lab. If new members join the lab after you have received IRB approval, submit their CITI completion certificates to the CFG office and as an addendum to your approved IRB protocol.