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**Vice Presidency for Academic Affairs**

**Office of Research Integrity and Compliance**

**HUMAN RESEARCH PROTECTION BOARD (IRB)**

**CHECKLIST FOR INSTITUTIONAL INVESTIGATIONS OR COURSE STUDY**

(Applications without all required information will not be accepted for IRB review)

**All Study/Research that are part of a federal proposal or proposal where funds will be granted must submit with Form IRB 01 and use checklist to submit request. All documents submitted for IRB Review must be uploaded in Web-based System Online provided by UAGM. Instructions:** [**http://uagm.edu**](http://uagm.edu)**/compliance**

**Principal Investigator :**

**Proposal Title :**

**Select the appropriate form to be submitted according with your request:**

|  |  |
| --- | --- |
| **[ ]  F06** Course Study | [ ]  **F07**  Institutional Investigation  |
| [ ]  **F02** Continuing Review  | [ ]  **F03** Ammendment  |
| [ ]  **F04** Closure  | [ ]  **F05** Unanticipated Event |

**Research Tools** Check all that may apply and these documents must have a **bottom margin of two (2) inches,** **page number format 1 of 1**

**[ ]** Questionnaire [ ]  Interview Guide [ ]  Survey [ ]  Test [ ]  Focal group [ ]  Advertisement/Recruitment tool

[ ]  Other, specify

**Important**: Include the following documents with your submission: Consent Form, Informational Sheet, Assent (when applicable), Research tool and Participants Recruiting Letter. All these documents must be submitted with a **bottom margin of two (2) inches,page number format 1 of 1**

**The following documents should be submitted with your application:**

|  |  |
| --- | --- |
| Institutional Investigation | Course study for data collection purposes |
| [ ]  Include Cooperation/Support Letters from: Institution’s Official Representative, schools/departments or agencies where participants will be recruited, and research will take place.  | [ ]  Include Cooperation/Support Letters from: Institution’s Official Representative, schools/departments or agencies where participants will be recruited, and research will take place.  |
| **[ ]** Purpose of your Study/Research | [ ]  Course Syllabus |
| **[ ]** Specific Objectives | [ ]  Course Outline |
| **[ ]**  Methods of Data Collection and Analysis (Qualitative and Quantitative) | [ ]  Other       |
| **[ ]** Description of the subject population, subject recruitment procedures, research settings (privacy and confidentiality), potential risks and benefits. |  |
| **[ ]** Other        |  |

Indicate all staff’s name responsible of the study/research and include the dates when reports where completed (**Mo/Day/Year**). A copy must be included with your request. **Completion Reports are valid for four (4) years.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff** | **Resume/CV (Include Name)** | **HIPs****(Mo/Day/Yr)** | **IRB****(Mo/Day/Yr)** | **RCR****(Mo/Day/Yr)** |
| Principal Investigator |  |       |       |       |
| Co-Investigator |  |       |       |       |
| Mentor (If applies) |  |       |       |       |

Oficial de Cumplimiento Institucional (Tel. 787 751-0178 Recinto Cupey ext. 9-6366; Recinto Carolina ext. 9-2279; Recinto Gurabo ext. 9-4126;: UAGM Online y Oficina de Integridad y Cumplimiento en la Investigación ext. 9-7195); UAGM EEUU Tel. (813) 932-7500 ext. 8711 email: jimeneza1@suagm.edu .