NORFOLK STATE UNIVERSITY

Institutional Review Board (IRB)
Checklist for Submissions

Starting January 8, 2025, all IRB-related documents must be submitted to the IRB via IRBNet. The following list updates the previous version of the checklist with for IRBNet procedures.

☐ **Step 1: Complete the required human subject's protection training.**
Principal Investigators and their co-investigators/study staff are required to complete human subjects' protection training prior to engaging in research activities. The University provides access to CITI Certification. All investigators who submit projects to the IRB must link their CITI account to their IRBNet profile to provide automatic updates of completed training. The IRB may request proof of training by other study investigators and staff.

☐ **Step 2: Assemble required study-related documents for IRB review.**
Describe the study protocol in sufficient detail to permit the IRB to render judgment on:

- Rationale
- Scientific merit
- Potential risks and benefits
- Subject/participant information
- Informed consent
- Study methods and procedures
  - Data collection
  - Storage
  - Confidentiality procedures
- Plan for handling unanticipated events
  - Adverse events
  - Incidental findings
- Funding
- Collaboration with other institutions

☐ **Step 3: Complete human subjects IRB forms and reports.**

- ☐ Human Subjects IRB Form, External OSP Form 104
  (For non-NSU investigators)
- ☐ Human Subjects IRB Form, Internal OSP Form 103
- ☐ Revised 2025 Annual Report Form
  (For Continuing Approval/or Close-out Report)
- ☐ Consent Form
  (Including for the following)
  - Sample Consent Form for Questionnaire Use

Submit form via IRBNet. Forms submitted via email will not be reviewed. Send questions to irb@nsu.edu.

- NSU (Norfolk State University) Consent Form

☐ Addendum Consent Form
(Including employee/student consent)
☐ Assent of Child Form
☐ Proposed Publicity / Advertisement (for enrollment)
□ Incentive Distribution form for Funding and/or Gift Cards

☐ **Step 4: Obtain appropriate signatures and approvals**.

☐ **Step 5: Use IRBNet to submit documents to the IRB.**

Forms and templates are available at https://www.nsu.edu/ori/irb-form

Review Schedule Projects and packages (e.g., reports) submitted by 11:59 pm on the first Monday of each month will be reviewed by the third Thursday of the same month. The IRB will use IRBNet to request additional information, share decisions, etc. Researchers may go to https://www.nsu.edu/ori/irb-forms to confirm review dates (which may be subject to change).

Submit form via IRBNet. Forms submitted via email will not be reviewed. Send questions to irb@nsu.edu.

Institutional Review Board (IRB)
Checklist for Submissions

NSU Researcher Information

Principal Investigator _____

Select One: Faculty ☐ Staff ☐ Student ☐

School/Unit _____ Department/ Center _____

Phone # _____ Email _____

Campus Address _____

Project Information

Title

Brief Description

Does this project include a survey? Yes ☐ No ☐

Certificate of Review

I, as the Principal Investigator, agree to abide by the rules and regulations governing the rights of human subjects in research and training as set forth in my application for approval submitted to the NSU Institutional Review Board (IRB). As appropriate for this research project, I posted to IRBNet 1) a research abstract, 2) a detailed description of the research protocol involving human subjects, including the subject selection process, identification of the target population and the number to be tested, 2) a description of plans to protect the human subjects and assure their confidentiality, and 3) a copy of all consent forms and/or questionnaires to be used in this research. Via IRBNet, I will notify the IRB of any changes to be instituted in the protocol during this investigation. Also, I will retain properly executed consent forms as part of my record of this project, and via IRBNet I will immediately notify the NSU IRB of any adverse reaction(s) encountered and of corrective measures.

Signatures

NSU Principal Investigator _____ Date _____

NSU Faculty Mentor/Advisor (if applicable) _____ Date _____

NSU Department Head/Dean _____ Date _____

Submit form via IRBNet. Forms submitted via email will not be reviewed. Send questions to irb@nsu.edu.