

IRB Protocol Checklist

- IRB Protocol Application (*PDF*)
- CITI Training Certificate of Completion
- Consent Form (*for participants 18 years old and over*)
- Assent Form (*for participants under 18, must be in conjunction with the consent form for their parents to sign*)
- Research Instruments (*interview protocol, focus group questions/protocol, survey, etc.*)
- Faculty advisor support (*if done through Mt. SAC or if researcher is a student at another university. It can be in the form of email or email address being listed on the IRB Protocol Application*)
- Letters of support or permission (*required from any university groups/departments/organizations, outside organizations, other schools, classroom professors etc. with which the researcher is engaging in research*)
- Letter of home IRB approval or tentative approval (*needed if researcher is from another academic institution*)
- Recruitment documents (*emails to participants, emails to solicit participants, any announcements made in class, anything posted online, any fliers, etc.*)

DON'T FORGET TO READ ALL DIRECTIONS BEFORE SUBMISSION!

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