



## Human Subjects Review Board Checklist

Questions? Email [Cwhalen14@stlcc.edu](mailto:Cwhalen14@stlcc.edu)

### REVIEW

Read the resources on the HSRB SharePoint site to determine if your work requires review.

- If you intend to use any STLCC sub-population for research activities, move to the SPONSORSHIP step.

### SPONSORSHIP

Identify the administrative sponsor willing to complete the administrative sponsor form. The form may be turned in at the same time as all other application materials.

### APPLY (allow up to 30 days for processing)

Submit your application to the HSRB Co-Chair, [cwhalen14@stlcc.edu](mailto:cwhalen14@stlcc.edu)

Include the following materials:

- Research Sponsor Form
- Investigator Information Sheet (one for each investigator)
- Acknowledgment of Informed Consent Guidance
- Application
- A copy of survey or interview questions
- A copy of the invitation/recruitment letter
- Any materials from any other IRBs involved
- CITI certifications or OHRP certifications (for expedited and full review only)