

## Human Subjects Review Board Checklist

If you have questions, please email [institutionalresearch@stlcc.edu](mailto:institutionalresearch@stlcc.edu)

1. Read the resources about Human Subjects Review Board to determine if your work requires review.
2. Identify the Administrator at STLCC who is willing to complete the administrative sponsor form.
3. Apply by submitting your application materials to [institutionalresearch@stlcc.edu](mailto:institutionalresearch@stlcc.edu)  
Items that you must include:
  - a. Research sponsor form
  - b. Investigator information sheet (one for each principal investigator)
  - c. Acknowledgment of informed consent guidance
  - d. Application
  - e. Copy of survey or interview questions
  - f. Copy of the invitation or recruitment letter
  - g. Any materials from other Institutional Review Boards involved
  - h. CITI certification or other OHRP certifications if you are applying for expedited or full review