

Institutional Review Board

IRB Research Proposal Checklist

University policy requires that the Institutional Review Board (IRB) review all research involving human subjects before the research procedures are implemented and data is collected. During the transition to the new Cayuse platform, MSUM IRB proposals will be submitted using the [IRB Submission Form](#).

In order to protect subjects and student investigators, the IRB requires that the Principal Investigator must be an MSUM faculty or staff member. Graduate or undergraduate students may only serve as Co-Investigators. IRB training is required before proposals can be submitted for review. MSUM uses [CITI](#) (Collaborative Institutional Training Initiative) to provide the online training component for members of the MSUM community.

There are three types of research proposals: Exempt Status, Expedited Review, and Full Review. Please refer to the IRB website for details regarding types of proposals. In completing the application, be aware that the persons reviewing it may be unfamiliar with the field of study involved. Present the request in non-technical terms.

Use the checklist below to ensure that you have all the required documentation for your proposal ready to upload to the IRB Submission Form. Please note that some items may not be required depending on your type and nature of your research. If you have questions on any on any of the requirements listed below, please e-mail irb@mnstate.edu.

Checklist for Requests for Exempt Status (Documents must be uploaded in PDF, DOC or DOCX format)

	Document Types (See Forms & Examples)	Item Description
	Abstract/Summary	Abstract or summary of the proposed study
	Application Form	IRB Request for Exempt Status Form
	Child Assent	Statement on method of assent for proposals dealing with minors or other vulnerable populations, when applicable
	Consent Form	Informed consent form or implied consent letter for surveys
	Cover Sheet	IRB Application Cover Sheet
	Letter	Signed letter of permission from an institutional representative, if research is to be conducted at an institution such as a school, hospital, etc. This includes a letter of support from MSUM offices such as Institutional Effectiveness, Academic Support Center, Career Development Center, Athletics, etc.
	Other	Debriefing statement, when applicable
	Protocol	Complete statement of research methods
	Questionnaire/Survey	Copies of the instruments being used to collect data, when applicable

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Checklist for Requests for Expedited or Full Review:

	Document Types (See Forms & Examples)	Item Description
	Abstract/Summary	Abstract or summary of the proposed study
	Application Form	IRB Request for Expedited or Full Review Form
	Child Assent	Statement on method of assent for proposals dealing with minors or other vulnerable populations, when applicable
	Consent Form	Informed consent form or implied consent letter for surveys
	Cover Sheet	IRB Application Cover Sheet
	Letter	Signed letter of permission from an institutional representative, if research is to be conducted at an institution such as a school, hospital, etc. This includes a letter of support from MSUM offices such as Institutional Effectiveness, Academic Support Center, Career Development Center, Athletics, etc.
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