

# APUS IRB Checklist

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**PLEASE REFERENCE THIS CHECKLIST WHILE COMPLETING YOUR IRB APPLICATION. CONFIRM YOU HAVE COMPLETED ALL OF THE REQUIRED STEPS. ALL ITEMS WITH AN ASTERISK (\*) ARE REQUIRED.**

- I. CITI Training Report\*
  - Ensure to apply and complete the correct training module: **Social & Behavioral Research Investigators – Basic/Refresher** ([register here](#))
  - For further instructions view our [Research Ethics Training](#) page
  - To create an electronic copy, select print/view report and save as in a PDF format
  
- II. IRB Application\*
  - Close all APUS related pages, open a new browser, and clear your cache (you will receive an error in this is not complete)
  - In new browser type [apus.my.irbmanger.com](http://apus.my.irbmanger.com)
  - Sign in by selecting login at the center of the page using your APUS student id and password.
  - Select “Click here to submit a new IRB application” from the left
  - Complete all components of the IRB application and then select submit to send into the IRB Office
  - Track the IRB application’s progress on your IRB Manager dashboard
  
- III. Consent Forms\*
  - PI has modified template for consistency with the research design plan (the template can be found on the dashboard of IRB Manager or hyperlinked in the IRB application)
  - Ensure all information and formatting is consistent and correct
  
- IV. Research Instrument\*
  - PI to provide questions intended for research subjects (online survey links are unacceptable)
  - If observation is intended, must provide a checklist
  
- V. Recruitment Materials\*
  - PI to provide one or more of the following recruitment materials; Flyers, Advertisements, Email or Phone scripts
  
- VI. Letter of Permission from external company, organization, etc. (if applicable)
  - PI to provide signed letter of permission if requesting to conduct human subject research within that organization.
  
- VII. Letters of Informed Consent (If applicable)
  - PI to provide Parental Informed Consent or Letter of Assent – if subjects are minor
  
- VIII. IRRB Approval Needed (If applicable)
  - PI to submit separate request for Internal Research Review Board (IRRB) approval via [research@apus.edu](mailto:research@apus.edu) if research subjects will include APUS Students, Faculty, or Staff. For more information visit the [IRRB website](#).