Lamar University

IRB/Human Subjects Research Submission Checklist

Once you have your detailed

7. Attach all recruitment material and flyers. Flyers should have a statement that the study was approved by the IRB and list the IRB approval #. A recruitment method should be clear. If participants are recruited in person, attach the script that will be used.
8. Attach informed consent documents: You may use and modify the sample consent form located on the IRB webpage or create your own. Be sure all elements are listed clearly in the form. The main elements should be:
    - A statement that the study involves research. This includes but is not limited to:
        - An explanation of the purposes of the research
        - The expected duration of the subject's participation
        - A description of the procedures to be followed
        - A description of any foreseeable risks or discomforts to the subject
        - A description of any expected benefits to the subject or to others
        - ~~When applicable, a disclosure of a~~ppropriate alternative procedures or courses of treatment that might be advantageous to the subject
        - A statement describing how confidentiality of data will be managed
        - For research involving more than minimal risk: an explanation as to whether any compensation or medical treatments are available if injury occurs
    - List of whom to contact with questions about the research, research subjects' rights, or in the event of a research-related injury to the subject. This includes but is not limited to:
    - Principal Investigator's contact information
    - IRB Administrator's contact information (rspa@lamar.edu)
    - A statement that:
        - Participation is voluntary
        - Refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled
        - The subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled.

9.

If IRB approval has been received for this investigation from another institution, LU's IRB will need a copy of the other institution's IRB approval letter. Contact the Research Compliance Specialist for what will be required at LU.