



## Coastal Bend College Institutional Review Board (IRB) Researcher Pre-Submission Checklist

### A. Documentation

- Completed CBC IRB Application Form
- Full research proposal
- All data collection instruments
- Recruitment materials
- Informed consent documents to be used
- Data protection and confidentiality plan
- Study timeline
- Letters of support

### B. Informed Consent

- Consent explains purpose, voluntary nature, risks, and confidentiality
- Consent includes contact information
- Consent is written appropriately
- Consent procedures are clear
- Parent/guardian consent included for minors (if applicable)

### C. Human Subjects Protections

- Risks identified and minimized
- Privacy protections clearly stated
- Secure data storage described
- Data destruction plan identified

### D. CBC Requirements

- Study does not disrupt institutional operations
- Requested access is reasonable
- Researcher has CITIprogram.org researcher certification



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E. Final Steps

- All documents converted to PDF (recommended)
- Application submitted to CBC IRB Chair
- Researcher keeps full copies of all materials

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