

**Central Connecticut State University**  
**-Institutional Review Board-**

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## **INITIAL PROTOCOL SUBMISSION INFORMATION & CHECKLIST**

### **Submission Information**

To initiate the IRB review process, submit the completed form and required supplemental materials through Kualu.

Please provide all information requested. If an item is not applicable, enter N/A. If information is not available, enter "Info not available" with an explanation. If there is relevant information about the research that is not requested on the IPSF, be sure to include in the form of an attachment.

Principal Investigators (PIs) are to submit the completed form and supplemental materials to the IRB through Kualu. PIs who are serving as faculty advisors are to review their students' forms for completeness and verify all relevant supplemental materials have been included. The PI should submit to the IRB on behalf of the student(s) under their supervision. Submissions sent to the IRB by student researchers will be returned without review.

For more information on how to submit a protocol through Kualu, please see the following webpage:

### **Protocol Submission Checklist**

This is a checklist to be sure you have completed the submission with all required materials.

- The relevant sections of the IPSF are complete.
- Attached is a copy of each informed consent document, parent permission form, and assent or oral consent script if applicable.
- Attached are all required gatekeeper letters and/or documentation for any planned external collaborations.
- Attached are copies of all measures, survey instruments, interview guides/questions, and questionnaires, etc.
- Attached are copies of all of all recruitment materials including oral scripts, email notices, web postings, flyers, etc.
- Attached is a copy of the CITI ethics tutorial completion certificate for each member of the research team