**Checklist for Linguistics Department IRB Submissions**

Before submitting your documents for IRB review to the department committee, please ensure that each item below has been addressed by placing a mark next to each item. Include your checklist with your submission to the departmental IRB committee.

General:

\_\_ I have checked the HSPP website to obtain the most current version of all forms and submitted the most current version of all forms.

\_\_ I have reviewed and followed the departmental guidelines: https://linguistics.arizona.edu/sites/linguistics.arizona.edu/files/2018\_Linguistics\_IRB\_Guidelines.pdf

Application for Human Research Form

\_\_ I have correctly completed my application for human research form.

List of Research Personnel Form:

\_\_ I have listed myself and any other personnel on this project, and have included current CITI training dates for all personnel on the form.

\_\_ The number of names listed on my List of Research Personnel is consistent with the number of personnel reported in my Application for Human Research.

Appendix files:

\_\_ Appendixes are only those mandated as “appendix” on the HSP website, https://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index.

\_\_ All of my appendix files are consistent with my responses to all of the questions in my Application for Human Research.

\_\_ I have included a list of appendices (if there are any).

Attachment files

\_\_ I have included a list of attachment files.

\_\_ All of my attachment files are consistent with my responses to all of the questions in my Application for Human Research. (In particular, the information in Consent Documents, Recruitment Scripts, and Debriefing Scripts matches the information in my Application for Human Research. For example, the duration of the experiment, the risks, and the benefits stated in the Application for Human Research match what is stated in the consent form.)