NSU NOVA SOUTHEASTERN UNIVERSITY
Abraham S. Fischler College of Education

List of Required IRB Documents

A complete submission to the IRB MUST include the following documentation:

1. **Submission Form for Initial Review**

2. An **Informed Consent Form for all participants or Child Assent Form and Parent Consent Form**. The consent form(s) should **NOT** be completed or signed by the participant prior to IRB review. You will collect signatures after the IRB review process is complete and your study is approved.

3. All **data-collection instruments**

4. A copy of any flyers or recruitment materials you will be providing to research participants.

5. One copy of your approved **applied dissertation proposal**

6. **Administration Letter**-A letter or documentation, attesting that an individual in an administrative capacity has given permission for you to conduct your study at the site, or has given permission for you to obtain ex-post facto data from the site. **For studies that are conducted within a school system, permission must be obtained at the district level**.

7. **Completion report documenting that you have completed the mandatory Collaborative IRB Training Initiative (CITI) course**. As part of NSU's desire to meet increasing federal requirements on human subjects research, NSU adopted the CITI training course on human subjects research as a requirement for all individuals involved in human subject research.