

IRB Checklist

Task	Details
Complete CITI Training	Register under St. John Fisher University and click on add courses. Select your learner group (Biomedical, Social/Behavioral, Research with Data.) specific to your research. Please note that all CITI training certificates for all researchers, faculty mentors, and dissertation committee members need to be one of the learner group modules from St. John Fisher.
Collect CITI Certificates	Gather proof of completion for all investigators, including student researchers, faculty mentors, and all dissertation committee members to include as supporting documentation.
Complete IRB Application Form	Fill out the official Word template. Students must collaborate with their research supervisor to complete all prompts. Please ensure that you proofread your application for grammar.
Prepare Consent Forms	Draft forms using official Fisher templates (even if doing an electronic consent) after reviewing the Consent Form Guidelines [pdf] .
Gather Data Collection Tools	Prepare all surveys, questionnaires, interview scripts, or physiological tests including permissions (if required) to include in the application.
Draft Letter of Introduction to participants	Must include your status (student/faculty) and state that the FisherIRB has reviewed the project.
Obtain Letter(s) of Support	Required if any external agency, school, or institution needs to provide permission for research (pending IRB approval).
Complete Supervisor Form	Required for all students; must be signed/completed by the research supervisor and included as supporting documentation.
Prepare Current CV	Required for doctoral students only as part of the supporting documentation.
Review Ethical Guidelines	Familiarize yourself with Fisher policies and field-specific ethical standards (e.g., APA or ASA guidelines).

Merge into Single PDF and Ensure that you have all required supporting Documents as noted in section 9	Consolidate the application and all supporting documents into one PDF file for submission.
Submit your Application	Send an email from your SJF email to irb@sfi.edu . Write an email that includes your full name (and the name of your research supervisor, if applicable), the title of your application, and a numbered list of all supporting documents. Attach your application (a single pdf) to the email.