**IRB checklist**

This checklist is provided to researchers to help facilitate the review process and to reduce the need for you to resubmit a revised application. Please ensure all the items below are completed *prior to submitting your research application*.

[ ]  The supervising professor(s) associated with this study has fully reviewed/revised student researcher application materials for this study PRIOR to it being submitted to the IRB for review.

[ ]  All researchers (faculty and student) associated with this study has completed the required CITI training PRIOR to application and materials being submitted to the IRB for review. See CITI training on IRB website for further information on CITI training.

[ ]  IRB application and all associated IRB materials (consent form, recruitment forms, recruitment related emails, etc.) have been FULLY proofread to correct for grammatical errors (use spellcheck) and proper formatting.

[ ]  All researchers associated with this study are listed on both the application and consent forms.

[ ]  All researchers associated with this study have signed the IRB application.

[ ]  Personally identifying information is not being collected and is not able to be connected to data in any way in this study.

[ ]  Data collection and storage practices have been fully detailed in the IRB application.

[ ]  Data collection instruments are included in the IRB application.

[ ]  Researchers have specified number of subjects and plan for recruiting subjects.

[ ]  Only Minn State associated email accounts (e.g., youremail@minnstate.edu, youremail@smsu.edu, etc.) account are being used by researchers when communicating with other researchers and participants involved with this study.

[ ]  If applicable, if exercise science (or health related) research is being conducted, CPR/AED and other certifications have been provided with the research application materials.

[ ]  If applicable, only Minn state associated Office 365 Cloud storage or Microsoft Teams accounts are being used for data storage associated with this study. Outside Cloud storage (e.g., iCloud via Apple) is not authorized for SMSU research purposes.

[ ]  If applicable, if survey research is being conducted online, Qualtrics OR Microsoft Forms are being used (all other survey software is not authorized for SMSU research purposes).