**IRB Initial Submission Checklist (Social Behavioral)**

*This checklist is to be used as a guide for researchers when preparing a new IRB application in eProtocol. The following items are required (as applicable) prior to submitting a new IRB application in order to be accepted for review by the IRB. Do not upload this checklist in eProtocol. Please contact Social Behavioral (Nonmedical) IRB with questions at* [irbnonmed@stanford.edu](mailto:irbnonmed@stanford.edu).

**Scientific and Scholarly Validity (SSV) Review & Academic Sponsor Review**

Review of Scientific and Scholarly Validity completed by one of the following

* + [Academic Sponsor](https://researchcompliance.stanford.edu/panels/hs/forms/forms-templates/faqs#academicsponsor)
    - An Academic sponsor and this form is required for all Undergraduate, Graduate Students and Post-Doctoral Fellows serving as Protocol Director on all IRB Applications
  + [Department Chair/Division Chief or designee review](https://researchcompliance.stanford.edu/panels/hs/forms/forms-templates/faqs#ssv) (not required for Exempt protocols)
    - This form is required for faculty who will serve as a Protocol Director
    - This form is not required if you have one of the following funding:
      * Federal grant/award (eg. NIH, NSF, DOD)
      * Scientific merit review by a funding agency for a competitive award

**eProtocol Application Submission- General**

Select “Expedited review” [application type](https://researchcompliance.stanford.edu/panels/hs/forms/forms-templates/faqs#protocol-submission) to use

All procedures related to your research are listed in Protocol Information section 2.a. of the protocol application; this includes any and all methodologies, such as observations and interviews/ surveys, that may be used for your research

**eProtocol Attachments**

Attach all Surveys/Questionnaires/Interview guides/[Recruitment materials](https://stanfordmedicine.box.com/shared/static/bslih2a9odsgfauvblzxdluf06nbykkt.pdf)

Attach current version of Stanford [consent template(s)](https://researchcompliance.stanford.edu/panels/hs/for-researchers/forms-templates/nonmedical) (GDPR Language included for all international studies involving countries a part of the European Union involved studies), or appropriate [Waivers](https://researchcompliance.stanford.edu/panels/hs/for-researchers/forms-templates/nonmedical) included

Complete the [International Research Supplemental Questions](https://stanfordmedicine.box.com/shared/static/vrpa7sjf59zspwee5xqovl5e1y955wlp.doc) (section 5.b.) when conducting international research (this includes online research that focuses on the recruitment specifically on international populations)

Attach all App screenshots for App-based studies; UI interface screenshots for all virtual studies (including chat bot/ Machine Learning/ VR-virtual field trips/ etc.)

Attach documents containing images for all studies involving the use of pictures/ images (including online surveys that use images)

**Ancillary Committee Reviews completed and attached in section`11**

[Student Data Oversight Committee (SDOC)](https://irds.stanford.edu/) for research on Stanford students

* Please note that SDOC approval must be acquired prior to IRB review. Please contact SDOC **before** submitting your protocol to the IRB.
* Research that will focus on participants' status as a student at Stanford University (e.g. study pertains to academic performance, use of course work, use of academic data, student welfare, recruitment of students through University-specific listserv or from classrooms/ courses/ class standing, etc. *and more),* requires review by Student Data Oversight Committee (SDOC).
* Submit your protocol to [sdoc\_review@lists.stanford.edu](mailto:sdoc_review@lists.stanford.edu)

[Data Use Agreement (DUA)](https://ora.stanford.edu/resources/data-use-agreements) for when data is exchanged between Stanford and another party that permits Stanford to use, send, or receive data sets.

* Please include in your application in section 2.a. that you are inquiring about the need for a DUA with Office of Sponsored Research

[Data Risk Assessment (DRA)](https://uit.stanford.edu/security/dra) for transfer of [high-risk data](https://uit.stanford.edu/guide/riskclassifications) such as Protected Health Information, Social Security numbers, credit card numbers, passport and visa numbers, etc.

Other [Institutional and Ancillary Reviews](https://stanfordmedicine.box.com/shared/static/2hukpmgrja5ytq5rai74jt5720ywk68f.docx) may be required. Please review the linked list and take action as applicable.