

**IRB Application Checklist**

Please use the following IRB checklist to assist you in the completion of your new study application. All IRB applications should be submitted electronically using the TOPAZ electronic system: <https://topaz.fiu.edu>. It is recommended to click the save button periodically as you proceed through the application, since the TOPAZ system will not automatically save your work.

- List a faculty member as the Principal Investigator.
- List everyone that will be engaged in conducting research with human subjects as a Protocol Associate.
- Attach the required IRB training CITI completion report for all researchers: Social/Behavioral Human Research Course or Biomedical Human Research Course. FIU policy: CITI course is valid for 3 years, and training must be renewed by taking the Refresher Course. [www.citiprogram.org](http://www.citiprogram.org)
- Answer all application questions. If there are several parts to a question provide several explanations. If the question does not apply, give a brief explanation.
- Upload surveys, questionnaires, or interview questions and/or data collection sheets.
- Upload advertising or recruitment material (if applicable).
- Upload consent documents using the FIU IRB consent form templates.
- Upload permission letters from participating institutions or sites, i.e. school district official, school principal, etc. (if applicable).
- The Principal Investigator (faculty member) is required to provide his/her e-signature at the end of the application.

**Please note:**

- You may begin the study once you have received the official IRB approval letter.
- If you have any IRB questions please contact the IRB Coordinator at [ori@fiu.edu](mailto:ori@fiu.edu) or 305-348-8311.
- If you have any TOPAZ electronic system questions please contact the TOPAZ Help Desk at [topaz-help@fiu.edu](mailto:topaz-help@fiu.edu) or someone from the Office of Research Integrity.

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