

SBU Faculty Checklist For Submitting Research to the Research Review Board (RRB):

- ❑ Submit a paper copy of your approved research ethics training certificate to the chair of the RRB. The online courses take 2-3 hours. You may stop and start at the end of each module. Certificates are good for three years. Online training is available from:
 - [UCLA Online Training: Protection Human Research Subjects Training & Certification for Medical and Social-Behavioral Sciences](http://www.training.ucla.edu/) <http://www.training.ucla.edu/> After logging in, all researchers should take the PHRS prerequisites course. Then take the appropriate biomedical or social-behavioral course. Most educational, business, communications, and psychology researchers will take the social-behavioral module. Researchers dealing with patient or client data should take the HIPAA Clinical Research Training Course as well. Be sure to print your certificate(s) at the end.
 - National Cancer Institute <http://cme.cancer.gov/clinicaltrials/learning/humanparticipant-protections.asp> Register as a new user and complete the course. Be sure to print your certificate at the end.

- ❑ On RRB proposal form include:
 - Your name and contact information, including your phone number, e-mail address, and street address in case the RRB has questions
 - Co-investigator's name and contact information, if applicable
 - Clear description of your research process.
 - Remember that RRB members come from a diversity of fields and may not be familiar with methods in your area of research.

- ❑ Include all copies of:
 - Recruitment materials including letters, flyers, emails, class announcements, etc.
 - Questionnaire instruments
 - Informed consent, including parent permission and child assent, if applicable
 - Letters of approval from cooperating institutions
 - Copy of external support proposal, such as grant materials, if applicable
 - Research protocols

- ❑ Submit all materials – RRB proposal form, surveys, informed consents, etc. electronically to rrb@sbuniv.edu
- ❑ AND in paper format through the signature chain.