



# Qatar University - Institutional Review Board

## Application Material Check List

It is important that you read the QU-IRB regulations and information that are posted on QU-IRB website ([http://www.qu.edu.qa/offices/research/academic/institutional\\_review\\_board.php](http://www.qu.edu.qa/offices/research/academic/institutional_review_board.php)) before completing the application form and the accompanying check list.

### Details of the application

**Project Title**

**Applicant Name**  **Date:**

**Department**

### Application Form Data Checklist?\*

	Yes	No
1- A completed and signed "Application Form I: Research involving Human Subjects" was submitted	<input type="checkbox"/>	<input type="checkbox"/>
2- The application lists the names of all investigators (PI, Co-PI, Postdocs, RA's, Technicians, Students..etc)	<input type="checkbox"/>	<input type="checkbox"/>
3- Does your study involve collecting data through a survey and/or questionnaire and/or structured interview questions?	<input type="checkbox"/>	<input type="checkbox"/>
4- If your answer to question 3 was <u>NO</u> , then please proceed to question # 8 If your answer to question 3 was <u>YES</u> , did you submit a copy of this data collection survey/questionnaire/structured interview questions?	<input type="checkbox"/>	<input type="checkbox"/>
5- Which language will be used in the distributed survey/questionnaire/structured interview questions?		<input style="width: 100%;" type="text"/>
6- If language(s) other than Arabic and/or English are used, please specify in the following space		<input style="width: 100%;" type="text"/>
7- Was the data collection tool(s) (survey/questionnaire/structured interview questions) submitted to QU-IRB in all languages used?	<input type="checkbox"/>	<input type="checkbox"/>
8- Does your study involve seeking the consent from human volunteers/research subjects?	<input type="checkbox"/>	<input type="checkbox"/>
9- If a consent is required, was a copy of this consent form matching the language of the used data collection tool submitted to QU-IRB?	<input type="checkbox"/>	<input type="checkbox"/>
10- If your answer to question 9 was NO, please specify the reason(s)		<input style="width: 100%;" type="text"/>
11- Does the consent form encompass all the applicable elements & information listed under D3 section of the application form?	<input type="checkbox"/>	<input type="checkbox"/>
12- If the research uses any of the materials under section C7 of the application form, was a copy of IBC and/or RSC clearance submitted?	<input type="checkbox"/>	<input type="checkbox"/>
13- Does this research require ethics approval from institutes other than Qatar University?	<input type="checkbox"/>	<input type="checkbox"/>
14- If your answer to question 13 was YES, please specify the name(s) of those institutes		<input style="width: 100%;" type="text"/>
15- Was a copy of the ethics approval from the other institute(s) (eg. HMC Ethics Approval) submitted to QU-IRB.	<input type="checkbox"/>	<input type="checkbox"/>

**\* IMPORTANT NOTES TO THE APPLICANT:**

- 1- The QU-IRB meets monthly. Please have your submission planned accordingly to avoid any delays in processing your application.
- 2- Please note that incomplete application and an answer of NO to what applies to your research in questions 1,2,4,7,9,11,12 and 14 may result in delays in processing your application.
- 3- Please make sure you provide all the materials requested after QU-IRB process your application as quickly as possible. This should help in accelerating the approval of your application.