**CHECKLIST FOR FACULTY SPONSORS, TO COMPLETE UPON SUBMISSION TO IRB:**

By signing this “transmittal form” and signing the attached application to the NWU-IRB as faculty sponsor for the proposed research, I hereby certify the following:

1) All parts of the application are included in the single pdf which I am submitting to NWU-IRB.

2) All portions of the Cover Sheet are completed.

3) Every part of this application package has been proofread by a human being (i.e., quality control is not limited to “spell checker” software).

4) The parts of this application which will be seen by participants (invitation, consent forms, etc.) have been carefully checked by me for accuracy and completeness, and also proofread by me. I am confident these pieces are professional in their presentation and contain no errors.

5) The site permission letter(s) are on the cooperating organization’s letterhead, are dated, and are signed by a person of authority on behalf of the organization.

6) My signature below indicates the attached application package represents my best effort as faculty sponsor, and the student’s best effort as a proposed researcher, to comply with the requirements of the NWU-IRB.