

APPLICATION CHECKLIST

Before submitting the application to the Office for the Advancement of Research and Scholarship (OARS), use this check sheet to assemble the items in the correct order and to be certain the application has all the required sections and attachments.

- Endorsement Sheet (2-sided, signed by student and sponsor)
- Cover Page (1 page maximum), with
 - _____ Project Title
 - _____ Name/E-mail of Investigator
 - _____ Abstract
- Narrative (5 pages maximum, 1“ margins), with
 - _____ Introduction
 - _____ Methodology
 - _____ Statement of the Hypothesis or Creative Issues Addressed
- Budget and Justification (1 page maximum)
- Literature Cited (no page limit)

Compliance Committee Requirements

If the project involves Human Subjects:

you must submit an Application for Approval of Research Involving Human Subjects. See forms and instructions <<http://www.muohio.edu/compliance/index.htm>>

Prepare and submit the signed original application to the Office for the Advancement of Research and Scholarship (OARS), **102 Roudebush Hall** and send one copy of your total application in either one word document or one PDF file to: humansubjects@muohio.edu. Number all pages of the application.

If the project involves Live Vertebrate Animals:

1) you must be covered by an approved animal care protocol, please have your faculty sponsor notify animalcare@muohio.edu concerning the IACUC Protocol Number you will be working under, or

2) you must submit an Application to Use Live Vertebrate Animals in Research. See forms and instructions <<http://www.muohio.edu/compliance/index.htm>>. Submit one signed original and two copies of the application and the literature searches to OARS. In addition, send electronically to animalcare@muohio.edu one file that includes the completed application and literature searches.

Submission Date for Required Compliance Forms

Submit by December 9, 2011 for projects to be conducted in SPRING 2012.

Submit by July 22, 2012 for projects to be conducted in FALL 2012.