



**Checklist for Researchers Partnering with the Spina Bifida Association**

1. Have you included IRB Approval? YES NO NOT APPLICABLE IRB Approval Date \_\_\_/\_\_\_/\_\_\_
2. Have you included all informed consent materials? YES NO
3. Have you included the abstract / detailed description of the study? YES NO
4. Have you included a downloadable copy of the actual survey and the survey link? YES NO
5. How many survey participants do you need? \_\_\_\_\_ by what target date? \_\_\_/\_\_\_/\_\_\_?
6. Who is the study's target population and age range (e.g., parents of children with Spina Bifida ages 5 – 10; young adults ages 18 – 25)?
7. If the survey will also be given in Spanish, have you included the Spanish version? YES NO
8. Have you included all promotional materials to be used for recruitment of participants? YES NO
9. Have you included promotional materials in Spanish? YES NO N/A
10. Do you agree to share study outcomes with SBA? YES NO
11. Please include an explanation or example of the implications of your study on the SBA community (e.g., study informs SBA Research Agenda; results inform SB community)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Please describe how you have included the SB community during the development stages of your proposal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. If it was not possible to include the SB community during the development stages of your proposal, please include a brief explanation. \_\_\_\_\_  
\_\_\_\_\_

14. What is the project deadline date? \_\_/\_\_/\_\_\_\_\_?

Please send the requisite materials **and this completed checklist** to [research@sbaa.org](mailto:research@sbaa.org)

Timeline: Please allow 5 – 10 business days for review and approval. After approval, our Marketing Department will determine when to schedule promotional content about your study. You will be notified of the tentative dates for which the promotional content for your study will be posted.

Thank you for partnering with the Spina Bifida Association.

***August 2024***