



### 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 an actual copy of the survey? YES NO
5. How many survey participants do you need? \_\_\_\_\_ by what target date? \_\_\_/\_\_\_/\_\_\_\_\_?
6. If the survey will also be given in Spanish, have you included the Spanish version? YES NO
7. Have you included all promotional materials to be used for recruitment of participants? YES NO
8. Have you included promotional materials in Spanish? YES NO N/A
9. Have you agreed to share study outcomes with SBA? YES NO
10. Have you included 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)? YES NO
11. Have you included the SB community during the development stages of your proposal? YES NO
12. If it was not possible to include the SB community during the development stages of your proposal, have you included an explanation? YES NO N/A
13. 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.

**November 2023**