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

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.

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