**Rice University Collaborative Capstone Design** 

**Documentation Instructions**

**IRB Documentation**

If your team applied for IRB approval during the course of the year, please prepare a manilla envelope in the front pocket of your binder (these will be secured in a professor’s office). At cycle 2 and 4, you may not have all of these items; please include what you have.

1. Your IRB application
2. A printout of your email of approval
3. All signed informed consents
4. Any and all raw data that you collected from human subjects. Please turn in ALL data, as we are required to have this on file.
5. A summary of the study (this can be copied from the testing and results section of your report)

On the FRONT of the envelope please write the following:

1. TEAM name
2. Number of subjects you ended up enrolling
3. The MAX number you were approved to enroll
4. Were there any unanticipated problems with the study
5. Did any enrolled subject withdraw from the study? If yes, how many and do you know why?