



FINAL CHECKLIST
for submission to Viet Stories/instructor

- _____ IRB (Institutional Review Board) Consent Forms 1 & 2 (signed hard copy)
- _____ Narrator-Interviewer Agreement Form (signed hard copy)
- _____ Narrator Biographical Survey (completed hard copy)
- _____ Photo Consent and Log (completed and signed hard copy)
- _____ Proper Names/Nouns Form (completed hard copy)
- _____ USB or hard drive, which includes these files properly named:
 - ___ Audio file of interview in .WAV format AND/OR Video file in .MP4 format
[VAOHP00??_T01] and/or [VAOHP00??_V01]
 - ___ Digital Photos in .JPEG format [VAOHP00??_P01]
 - P01 – P03 should be most current photos that you took at time of interview
 - P04 - ?? should be photos collected from narrators and scanned.
 - ___ Life Map in word (.DOC) format [VAOHP00??_M01]
 - ___ Transcript in word (.DOC) format [VAOHP00??_F01]
 - ___ Time Log in word (.DOC) format [VAOHP00??_L01]
 - ___ Abstract and Keywords in word (.DOC) format [VAOHP00??_A01]
- _____ Manila Envelope for return of materials