Institutional Review Board

Checklist for Applicants

Before submitting your application take a minute to review this list. If you are missing anyone of the following pieces of information you could have your application rejected.

________ Have you filled out all of the sections of the form?

A. PROTOCOL DESCRIPTION

________ Have you described the background and goals of the project?

________ Have you described the involvement of human subjects? Have you described the following pieces of information?

______ Description of exactly what human subjects will be doing?
______ Described in detail exactly who the subjects are who will be taking part in your study?
______ listed how many subjects will be involved
______ Described how they will be recruited

________ Have you described how long the research will last

________ Have you described where the research will be conducted

______ if it will be conducted at another institution, have you provided a signed copy of the IRB approval or permission letter from that institution.

________ Have you described the plans for obtaining informed consent?

B. RISKS AND BENEFITS

________ Have you described the expected benefits of participating in this study?

________ Have you listed out all of the possible risks?

________ Have you indicated that each of these risks are: high, moderate, or low?

________ Have you described the procedures you have put in place to protect participants from each of these risks?

C. CONFIDENTIALITY

________ Have you described how confidentiality will be maintained?

________ Have you described how data will be kept throughout the duration of this project?
D. INFORMED CONSENT FORM

__________ on your consent form have you conveyed the following pieces of information to subjects:

______ Identifying who you are and where you are from

______ Stating the purpose and goal of the study

______ Telling respondents how long participation will take

______ describing the procedures involved

______ Described any and all risks associated with participation

______ Described any and all benefits associated with participation

______ Stated whether or not there is any compensation associated with participation.

______ if there is compensation, described what it is

______ described to participants how records will be kept confidential

______ stated that participation is voluntary and that refusal to participate involves no penalty or loss of benefits

______ Stated that participants can withdraw from the study at any time

______ provided the names and contact information for the primary researcher, their faculty sponsor, as well as the phone number and e-mail for the IRB.

______ provided numbers for participants to contact incase study deals with issues of a personal or private nature

______ Included affirmation statement that states subjects have read the form, understand its contents, and agree to participate in the study.

______ Included area for the participant to sign the consent form

______ if dealing with Minors, have you included an assent form?

E. DEBRIEFING FORM

______ Have you included a debriefing form. Does it include the following pieces of information?

______ Statement thanking participants for their participation

______ Revelation of the purpose of the study

______ Revelation of any deception involved
_____ Information about compensation discussed

_____ Names, phone numbers and email addresses included for the principal investigator and their faculty advisor (if applicable)

_____ Email and phone for the IRB

_____ Contact information in case participation has caused them to feel uncomfortable in any way. This should take the form of a place or number participants can call for counseling.

**F. DOCUMENT CHECKLIST**

_____ Make sure the following pieces of information have been included:

_____ Copy of Informed Consent from

_____ Copy of Assent form (if applicable)

_____ Copy of Debriefing form

_____ Copy of proof of successfully completing online IRB tutorial

_____ Copy of approval letter from other institution authorizing researcher to collect data on its grounds

_____ If research is being conducted in conjunction with other school, proof of IRB approval from that institution

_____ Copies of any and all survey instruments

_____ Copies of any and all stimuli that will be presented to participants