IRB Review Checklist

2019-10-08

Project #: _____ **PI:** _____

Yes	No	NA	
			Documents Submitted
			Application form (completed in Virbatim)
			Research proposal that explains rationale and methods in detail; also clearly qualifies study as HSR
			Research Ethics Training certificates
			Primary Investigator
			Co-Investigator(s)
			Faculty Advisor(s)
			Consent form (required for Expedited and Full reviews); also Assent form if working with minors
			Informational sheet (strongly recommended for Exempt reviews)
			Data collection instrument(s) including permission for use and/or statement of Fair Use
			Recruitment materials such as flyers, e-mails, announcements, social media posts, etc.
			Permission from extramural organization(s) and evidence of their IRB approval
			Application
			All sections completed and NOT simply copied text from the proposal and consent
			Objective clearly stated
			Population and sampling method clearly explained and appropriate for the project
			Risks/Benefits
			Risks/benefits cleary described for all identified participants
			Option(s) identified if participant needs assistance (counselor, etc.)
			Minimal risk
			Precautions identified to minimize risk
			More than minimal risk
			Precautions identified to minimize risk
			Indicate situation(s) where a participant would be removed from study
			Vulnerable population
			Additional safeguards for voluntary participation explained
			Data Privacy
			Maintaining confidentiality OR anonymity (these are not the same!)
			Description of how results will be presented
			Names of individuals listed who will have access to data
			Storage and disposal of data
			Secure data storage location(s) identified
			Method(s) of data disposal explained (shredded, deleted, etc.)
			Date identified for disposal (standard three years)

Yes	No	NA	
			Consent Form
			All required elements included
			Written in age appropriate terminology and for the correct audience (potential participants)
			Study/research is described in appropriate detail
			Incentive(s) offered
			Amount and type described
			Who will provide incentive
			When will incentive be provided
			How is incentive handled if person opts out during study
			Rights as Participant
			Participation is voluntary
			Statement indicating participant can opt out at any time
			Right to have data deleted if opting out
			Statement that involvement will not affect relationship with external organization(s)
			Statement that involvement will not affect their relationship with Viterbo
			Contact information
			To answer questions about research project: Investigator(s)
			To address ethical concerns: IRB chair
			Faculty advisor
			Risks/Benefits
			Risks/benefits described for all identified participants
			Option(s) identified if participant needs assistance after participation (counselor, etc.)
			Minimal risk
			Precautions identified to minimize risk
			More than minimal risk
			Precautions identified to minimize risk
			Indicate situation where a participant would be removed from study
			Vulnerable population
			Additional safeguards for risk minimization explained
			Recruiting for Study
			Examples of recruitment materials attached
			Materials are accurate description of study
			Balanced description of study (risks and benefits)

Yes	No	NA	
			Research Study
			Research tool identified
			If tool is copyrighted
			Evidence of legal/permitted use (could include argument to satisfy Fair Use criteria)
			Credit provided appropriately on research tool
			Organization(s) assisting with research
			Written permission from organization
			If organization has an IRB, project must also receive approval from that IRB
			Online tool (e.g., via Qualtrics)
			First item screens participants
			Consent form including all necessary information
			If anonymous, demographic questions should not allow for identification of individuals
			If anonymous, survey tool is set up to avoid collection of IP addresses
			Misc.
			Minor/At Risk Population
			Parent/Guardian consent form
			Minor assent form as appropriate
			Written in appropriate terminology based on age, education/development
			Multiple forms if multiple ages
			Debriefing appropriate if:
			Corrects misconceptions
			Reduces pain, stress or anxiety of participants self-perception of performance
			Provides what transpired during study
			Clarifies any thing misleading in study
			Provides contact information for 1) distress resources and 2) contact for questions
			Video/Audio Recording
			Video/Audio Recording consent form if covertly recording and form needs to be signed afterwards
			Transcriber/Translator outside of principal researcher if applicable
			Transcriptionist confidentiality agreement
			Translator confidentiality agreement
			Monetary Cost to participant if applicable
			Potential conflicts of interest if applicable