Checklist for Researchers to Review

Before you submit your IRB proposal to the IRB committee, please review this checklist. These are some common errors that researchers sometimes make in their IRB submissions that will delay approval.

DURATION:
☐ Check to be sure that start and end dates of your project are accurate (e.g., Pending IRB approval until (the last day of the term)

PARTICIPANTS
☐ Have you identified the exact number of participants you intend to test. Please avoid listing a range—select the upper limit or number of people you will test. For example, if you want 100 participants but will distribute 400 surveys, your IRB proposal should say that you want permission to test 400 participants

CONTACT METHODS:
☐ Have you been specific in explaining and describing how a participant will be recruited to participate in your study?
   Participants on Campus may be solicited by:
   Sending items in campus mail
   Setting up a table in the dining hall
   Placing approved postings (remember to include your recruitment flyer with your IRB proposal)
   Slipping surveys under doors in residence halls (with RD approval)
   Testing or soliciting participants in classes (with permission of instructor)
   Attending a sports team meeting (with coach and athletic director’s approval)
☐ Have you explained how surveys will be sent back to you? (e.g., campus mail, drop box)

PROCEDURE
☐ How will the data be handled and stored during and after the study is over? Will you store the data for several years? Will it be destroyed at the end of the study? Will you hand your data in to your faculty member?
☐ If you are recruiting using a flyer, have you submitted a copy of your flyer?
☐ Have you submitted copies of all measures, surveys, or questions you will ask participants to complete?
☐ Have you described the measures and instruments that you will be using?
☐ Have you been sure to say that you will obtain consent before participants provide information or participate in the study
☐ Have you been sure to state that participants will receive a copy of the informed consent for their records.
☐ Have you described how you protect the participant’s right to confidentiality (in the case when an informed consent form is signed) and how you will protect a participants anonymity for those participants who receive consent forms but who do not sign these forms?
☐ Have you included a consent form for all participants in a study?
☐ For studies involving children under age 18, a consent or assent form must be provided for the child and a consent form must also be provided for parents.
☐ Is the child assent form written in child friendly language?
☐ Have your described the exact location where testing will take place?
Have you indicated how long the testing process will take?
☐ In the case of studies involving controversial or sensitive topics, have you described the risks and benefits clearly?
☐ Have you described the precautions that you have taken and that are available to protect the participant from risk (e.g., emergency procedure, numbers for counseling etc).

☐ Have you included a cover letter for those surveys that are anonymous explaining who you are, what you are doing, and how participants should return surveys to you?

INFORMED CONSENT
☐ Does your consent form include all of the headings shown in the sample consent form in the IRB document?
☐ Have you included the names of all researchers AND the name of your faculty sponsor (if applicable)?
☐ Have you included contact information for you and the faculty sponsor (address, phone number)?
☐ Does your consent form indicate:
  o How much time the study will take?
  o How data will be stored and handled at the end of the study?
  o What the participant will be asked to do?
    ▪ In the case of sensitive topics, have you provided a clear warning about the controversial nature of the topic?
  o That participants will be provided with a copy of the form?

☐ Does your Consent form describe:
  o What participants should do if he/she become emotionally upset (e.g., contact info for Baird)
  o What participants should do if he/she become physically ill during participation (e.g., inform the researcher and describe emergency procedure)
  o Under risks: Have you described the procedure for reporting an adverse event (i.e., a physical or emotional difficulties that result form participating in the study)
  o Under compensation: How, when and where participants can find out the results of the study?
  o That participants have the right to discontinue participation at any time (avoid using the word quit), or to skip any questions he/she does not want to answer.

☐ Have you provided:
  o A place for participants to print and sign their name?
  o A place for researchers to print and sign their names

OTHER REMINDERS:
☐ Have all researchers signed the proposal?
☐ Have you used the term participant instead of subject?
☐ If you are resubmitting a proposal have you included the project number and written a letter to the chair of the IRB detailing the changes that you made?