Checklist for Proposals

Here are some of the things the IRB Committee asks when reviewing a protocol: (this is not an exhaustive list and the Committee may ask for clarification of points listed if needed)

1. Has the researcher sufficiently explained how the subjects will be selected?
2. Who are the subjects of this study? Have the subjects been specifically identified? What are the specific characteristics of the subjects?
3. What is the "n" for the study?
4. Are the step-by-step procedures of the study outlined?
5. What are the potential risks to the subjects of this study? Potential benefits?
6. How will the researcher eliminate or minimize the risks to the subjects?
7. What steps will the researcher take to ensure confidentiality of the data collected?
8. How will the data be collected and stored? For how long will the data be maintained?
9. Who will have access to the data? What happens to the data when it is no longer needed?
10. What steps will the researcher take to maintain the anonymity or confidentiality of the subjects?
11. If applicable, is the informed consent form clear, easy to read, age-appropriate, and free from errors of grammar and punctuation?
12. If there needs to be both consent and assent forms, are they clear, easy to read, age-appropriate, and free from errors of grammar and punctuation?
13. Is the instrument (survey, interview questions, etc) included?
14. If applicable, does the letter of support indicate that the agency is aware of the research protocol as developed?
15. Is the protocol listed under the appropriate level of review?