**Is Your Application Ready to Submit to the IRB? (Form Updated to Begin 1-2018)**

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|  | All Set | Revise |
| 1. **Title of project is consistent** across application, recruitment, consent form, measures.
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| 1. Expected **duration of study** is listed properly (not exceeding one year)
 |  |  |
| 1. Project Description includes a clear explanation of **research goals**.
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| 1. Project Description includes **connection to academic literature**.
 |  |  |
| 1. Project Description clearly describes **research methods/procedures (e.g., experiment, survey, etc.)**.
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| 1. Project Description clearly describes **recruitment processes and all are attached**.
 |  |  |
| 1. Project Participants clearly lists **who will be included in the study**.
 |  |  |
| 1. Project Participants clearly indicates **location(s) of the study**.
 |  |  |
| 1. Protection of Research Participants clearly indicates **any remuneration** being provided.
 |  |  |
| 1. Protection of Research Participants clearly indicates any issue with **position of authority**.
 |  |  |
| 1. Protection of Research Participants clearly lists any **anticipated risks**.
 |  |  |
| 1. Protection of Research Participants clearly indicates **how informed consent will be obtained**.
 |  |  |
| 1. Protection of Research Participants clearly indicates **who will** **be giving consent**.
 |  |  |
| 1. Protection of Research Participants indicates whether any **deception will be used**.
 |  |  |
| 1. Protection of Research Participants indicates **anonymity and/or confidentiality** clearly/correctly.
 |  |  |
| 1. Recruitment materials include **title of project** and is consistent with other places listed**.**
 |  |  |
| 1. Recruitment materials **principal researcher(s) (& faculty research advisor) with AQ contact.**
 |  |  |
| 1. Recruitment materials include **general purpose of the study.**
 |  |  |
| 1. Recruitment materials include **time commitment expected**.
 |  |  |
| 1. Recruitment materials include **any relevant inclusion criteria.**
 |  |  |
| 1. Recruitment materials include **any relevant risks**.
 |  |  |
| 1. Informed Consent Form lists **title of project** (consistent with other places listed).
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| 1. Informed Consent Form **lists principal researcher(s) (& Faculty Research Advisors)** with **AQ contact**.
 |  |  |
| 1. Informed Consent Form clearly explains **who can participate**.
 |  |  |
| 1. Informed Consent Form clearly explains the **purpose of the study**.
 |  |  |
| 1. Informed Consent Form clearly explains **research methods**, including **time commitment**.
 |  |  |
| 1. Informed Consent Form clearly lists **risks** (if any) and risks **match application**.
 |  |  |
| 1. Informed Consent Form clearly lists **benefits** (if any) to subjects and/or to the field of study.
 |  |  |
| 1. Informed Consent Form uses the **terms** anonymity and confidentiality **correctly.**
 |  |  |
| 1. Informed Consent Form indicates **who will have access** to informed consent forms and measures.
 |  |  |
| 1. Informed Consent Form indicates to **keep a copy** for participants’ records.
 |  |  |
| 1. Informed Consent Form indicates **secure storage** of informed consent forms and measures.
 |  |  |
| 1. Informed Consent Form indicates **how/when** informed consent forms/measures will be **destroyed**.
 |  |  |
| 1. Informed Consent Form indicates **voluntary participation/withdrawal without penalty**.
 |  |  |
| 1. Informed Consent Form indicates **opportunity/how to ask questions**.
 |  |  |
| 1. Informed Consent Form includes an appropriate **consent to participate statement** (and assent if needed).
 |  |  |
| 1. Informed Consent Form includes **printed name, signature, and date** OR “**click” box** (on-line).
 |  |  |
| 1. IF a non-AQ organization is involved, **an agreement statement (or letter) is provided**.
 |  |  |
| 1. All measures are included and list **title of project** (consistent with other places listed).
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