**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. |  |  |
| 1. Expected **duration of study** is listed properly (not exceeding one year) |  |  |
| 1. Project Description includes a clear explanation of **research goals**. |  |  |
| 1. Project Description includes **connection to academic literature**. |  |  |
| 1. Project Description clearly describes **research methods/procedures (e.g., experiment, survey, etc.)**. |  |  |
| 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). |  |  |
| 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). |  |  |