

Expedited & Full Board Checklist for IRB Reviewers

Below is a checklist to guide IRB reviewers when reviewing expedited, and full board research Protocols. **Check off the criteria that are met. Additional remarks may be made at the end of the form. Sign and date the form.** Please note that this is not an exhaustive list of criteria. In addition, when reviewing proposals, keep in mind that because of the nature of a study, it may require a different form of review. **Note: For Full Board Reviews the checklist may not cover all the human protection issues that need to be addressed.**

Project Title: _____

Investigator: _____ Reviewer: _____

- Approved
- Not Approved
- Not Applicable

I. School Research Project

- A. Minot School District: Requires written consent from principal and assistant superintendent
- B. All other Districts: Written principal consent
- C. Parental informed or passive written consent

II. Informed or Passive Consent Basic Elements

- A. The language/vocabulary is understandable for subject/guardian.
 - B. Describes the purpose of the research and how the researcher will report the data.
 - C. Describes the research process that the subjects will go through as described in the proposal (i.e., all the data collection instruments that will be administered, etc.)
 - D. Describes the risks and benefits to the subjects.
 - E. Where the data will be kept (i.e., a locked filing cabinet), who will have access to the data and when the data will be destroyed.
 - F. States that the subject's participation is voluntary and that he/she may withdraw at any time. Must state how subjects can withdraw, or if there is a deadline for parents to withdraw their children, for example.
 - G. Addresses confidentiality and anonymity of subjects.
 - H. Provides IRB Chair's contact information, i.e., "This research has been approved by Minot State University's Institutional Review Board. If you have any questions about your rights as a research subject, please contact, IRB Chair at irbchair@minotstateu.edu.
 - I. Has a place for the subject or parent to sign and date, if appropriate.
- Approved
 - Not Approved

III. Copies of Data Collection Instruments

- A. All copies of the data collection instruments are provided
 - B. Instruments do not collect benign data
 - C. Instruments collect sensitive data that may require a review process
- Approved
 - Not Approved

IV. Recommendation

- Approved
- Not Approved
- Needs Full Board Review
- Conditional Approval

Other

Comments: _____

Reviewer's Signature _____ Date _____