Checklist for IRB Reviewers

Please provide the name of the applicant and their project title:
_____

If applicant is a student acting under faculty direction, please provide name of faculty member: _____

What is the applicant's project status?

- ❑ New Project
- ❑ Revision to Previously Approved Project
- ❑ Periodic Review of Continuing Project

New Project Guide/Checklist:

Please give a brief summary of the applicant's project and their plans to execute the project:

Please provide any comments, questions, or concerns you have about the project:

Does their project involve participants or individuals from any special/vulnerable populations?

- ❑ Yes
- ❑ No

Do they properly explain how privacy and information of the participants will be protected?

- ❑ Yes
- ❑ No

Did they provide a copy of their consent form?

- ❑ Yes
- ❑ No

Do they describe the details of their project and purpose in sufficient detail?

- ❑ Yes
- ❑ No

Do they sufficiently describe how they will recruit/contact participants?

- ❏ Yes
- ❏ No

If you selected no to any question from 2-5, do you recommend that the IRB Chair contact the investigator, or refer the protocol for full IRB review?

Are there any risks associated with their project? If so, what are they?

Did the applicant describe these potential risks in detail; outlining emergency plans and safety precautions?

- ❏ Yes
- ❏ No

Are you comfortable moving forward with the proposed study?

- ❏ Yes
- ❏ No *if no, see IRB chairman
- ❏ Maybe

*The next 7 questions are only for projects that qualify for **expedited/full** review

Does their research include clinical studies of drugs and/or medical devices?

- ❏ Yes
- ❏ No

Does their study include the collection of blood samples by finger stick, heel stick, ear stick, or venipuncture?

- ❏ Yes
- ❏ No

Does their study include prospective collection of biological specimens for research purposes by noninvasive means?

- ❏ Yes
- ❏ No
- ❏ Maybe

Does their study include the collection of data through noninvasive procedures?

- ❑ Yes
- ❑ No
- ❑ Maybe

If yes to any of the above questions, do they accurately depict how their research falls into that specified category?

If no, why is this protocol classified as expedited or full review? (e.g., risk involved?)

Did they attach all forms, surveys, letters, proposals, etc. necessary?

If not, please ask IRB chair to obtain necessary forms.

Revision to Previously Approved Project Guide/Checklist:

Why is the P.I. requesting a revision to their project?

Has their project changed it's involvement with participants from any special/ vulnerable populations?

- ❑ Yes
- ❑ No
- ❑ Maybe

Does the study need to move to expedited/full review if it isn't already?

- ❑ Yes
- ❑ No

Did they provide a sufficient explanation as to how their project has changed and how they are moving forward?

- ❑ Yes
- ❑ No

Do you feel comfortable re-approving this project?

- ❑ Yes
- ❑ No *if no, see IRB chairman

Periodic Review of Continuing Project Guide/Checklist:

Has their project changed it's involvement with participants from any special/ vulnerable populations?

- ❑ Yes

- ❑ No

Does the study need to move to expedited/full review if it isn't already?

- ❑ Yes
- ❑ No

Have they had a significant number of individuals drop out of the study?

- ❑ Yes
- ❑ No

Did they project a sufficient summary of what they have completed so far?

- ❑ Yes
- ❑ No *if no, please follow up with applicant

Have there been any unanticipated problems with the study that need to be brought to the IRB's attention? If so, what are your recommendations for minimizing/ preventing similar problems in the future? (change to protocol, deny protocol, etc.)

Do you feel comfortable re-approving this project?

- ❑ Yes
- ❑ No