



Monroe • Polkton • Wadesboro

IRB Project Review Checklist

Title of Project:

IRB Evaluator:

Decision:

- | | | | | |
|-----------------------------------|--|------------------------------------|--|---------------------------------|
| <input type="checkbox"/> Exempt | <input type="checkbox"/> Exempt with
Limited IRB
Review | <input type="checkbox"/> Expedited | <input type="checkbox"/> Full Review | |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Approved
Pending Required
Modifications | <input type="checkbox"/> Deferred | <input type="checkbox"/> Referral to
Full Board | <input type="checkbox"/> Denied |

Purpose:

✓ ✗ (✓Meets ✗Does Not Meet)

- ☐ ☐ The purpose of the research is clearly stated.
 - ☐ ☐ The scope of the research is appropriate to available resources and can realistically be completed by the research personnel as well as the college.
 - ☐ ☐ The proposed research appears scientifically sound and will yield valid results.
- Comments:

Subject Recruitment:

- ☐ ☐ Potential subjects have been identified as well as appropriate recruitment strategies.
 - ☐ ☐ Subject inclusion/exclusion criteria are appropriate for research described and are equitable.
 - ☐ ☐ Populations with diminished autonomy have been identified and recruitment strategies are appropriate.
 - ☐ ☐ Compensation for subjects has been explained and is appropriate (maximum of \$25).
 - ☐ ☐ Recruitment materials have been submitted for review and are acceptable.
- Comments:

Procedures and Data Collection:

- ☐ ☐ Research procedures are clearly explained (interviews, surveys, focus groups, observation, etc.).
 - ☐ ☐ Final documents (questionnaires, surveys, etc.) have been submitted for review and are acceptable.
 - ☐ ☐ All research personnel are adequately trained and supervised by qualified persons during research.
 - ☐ ☐ Documentation of training on the protection of human subjects has been submitted for review and is acceptable.
 - ☐ ☐ The rationale for deception is clearly stated and appropriate to the research.
- Comments:

Risk Assessment and Management:

✓ X (✓Meets XDoes Not Meet)

- ☐ ☐ Any foreseeable risks have been identified (physical, psychological, social, economic, legal, or confidentiality) in the application and are shared with subjects.
 - ☐ ☐ Sufficient measures and precautions to minimize risks have been noted.
 - ☐ ☐ Benefits of the research (to the subject or field of research) are clearly described.
 - ☐ ☐ Risks are reasonable in relation to the anticipated benefits of the results.
 - ☐ ☐ Any foreseeable conflicts of interest have been identified and adequately addressed.
- Comments:

Privacy, Confidentiality, and Data Management:

- ☐ ☐ Sufficient safeguards are in place to ensure privacy and confidentiality in gathering data.
 - ☐ ☐ Rationale for collecting protected or personally identifiable data is adequate.
 - ☐ ☐ Data storage, access, and security have been thoroughly described and are adequate to ensuring security and confidentiality.
 - ☐ ☐ Any dissemination of data/results has been thoroughly described and adequately protects subject confidentiality.
 - ☐ ☐ Procedures are in compliance with FERPA and HIPAA privacy regulations.
- Comments:

Informed Consent:

- ☐ ☐ Informed consent procedures have been clearly outlined and are appropriate for the research study.
 - ☐ ☐ Information pertaining to consent is adequate, appropriate, and presented in language that is suitable and fitting to the subject population.
 - ☐ ☐ Possible coercion or undue influence has been addressed and exculpatory language is not used.
 - ☐ ☐ Consent procedures for minors have been addressed.
 - ☐ ☐ Informed consent forms have been submitted for review and are acceptable.
 - ☐ ☐ Procedures are in compliance with federal regulations and human subjects research best practices.
- Comments: