

## Graduate Faculty IRB Review Checklist

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The Faculty Sponsor or Dissertation/Thesis Chair will review each proposal and complete this checklist prior to IRB submission.

- PI and Dean or Program Director must sign the cover page (page 1)
- At least one participant population category must be selected (question 5)
- Age range of participants must be explicit (6b)
- All questions in project summary (page 3) are answered. No areas are left blank.
- Part VII: Participant Benefits of Project Summary does **not** include project incentives. There must be some benefit to someone indicated.
- The Institutional Consent Form is complete with PI contact information (page 4)
- All parts of the Individual Consent Form (page 5) are thorough and understandable; written at 8<sup>th</sup> grade reading level.
  - If minors are included, parental consent form is also included
  - If responses are recorded, **permission to record** is indicated on consent forms.
- Data collection materials are included (i.e., surveys, interview protocols, observation checklists)
- Human Subjects Training certificates are valid and appended for all PIs

Note: In order to allow time for data collection and analysis to be completed within the course term, Faculty Sponsors are encouraged to get proposals to the IRB in **batch** by **October 15** in the fall semester and by **March 1** in spring semesters.