**Graduate Faculty IRB Review Checklist**

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 8th 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.