**IRB Q & A Self-Editing Checklist**

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| --- | --- |
| Completed | Component |
| **General Information** | |
| **Other Research Sites:** | |
|  | Includes research site (name of site & address) |
|  | Includes contact person for research site (name and e-mail address) |
|  | Include your role within the site using third person (i.e., Do you work at organization or are you a volunteer?) |
|  | Includes whether the study is being performed for the organization and whether data will be shared with the organization in aggregate or identifiable form |
|  | Includes whether data will be stored at the organization (please note: if you store data at the organization, you will be required to go through an organization IRB) |
|  | Upload the letter of support (signed and on company letterhead) or approval email |
| **Purpose and Subjects** | |
| **Purpose of the Study:** | |
|  | Includes importance of the study using lay language |
|  | Includes reference to support seminal research or anchor study |
|  | Includes the hypothesis of study and expected results (based on previous research) |
|  | Uses lay language to describe the purpose of the study |
| **Subject Population:** | |
|  | Includes whether you are using child participants or adult participants |
|  | If using two different groups (i.e., child and adults), inclusion and exclusion criteria is listed for each group |
| **Recruitment and Screening** | |
| **Recruitment:** | |
|  | Includes method of recruitment |
|  | If social media is going to be used: includes whether recruitment will be conducted through groups (i.e., private Facebook Groups) or personal pages. (If Facebook groups are used, documentation should be provided showing that permission was given) |
|  | If flyers are going to be used: Includes who is going to post or send out flyer (Who will post the flyer? If flyer is e-mailed, who will e-mail the flyer). |
|  | If working with an organization: include who from the organization will send e-mail or notice out to staff members (it should be an administrator and NOT the researcher) |
|  | Upload flyer or other form of advertisement |
| **Screening:** | |
|  | Includes explanation of all steps in sequential order |
|  | Includes when, what, and how screening will take place (upload screening document if applicable) |
|  | Includes explanation of what potential participant will be told if they are accepted to participate in study |
|  | Includes explanation of what individuals will be told if they do not qualify for study |
| **Study Design** | |
|  | If archival data will be used, check yes, and complete generated questions |
| **Vulnerable Populations and Special Populations:** | |
|  | Check applicable box if vulnerable or special population is enrolled as noted |
|  | Complete any Supplemental Form generated |
| **Informed Consent** | |
| **Waiver or Alteration of Consent:** *use for participants who cannot consent for themselves (e.g. young children, those who cannot understand research, decisionally impaired) or when deception is used* | |
|  | Check all criteria |
|  | In the textbox provided, explain how your study fulfills each criterion |
|  | Explain why the waiver or alteration is requested (e.g. child cannot understand the study) |
| **Waiver of Consent Documentation/Oral Consent:** | |
|  | Check the appropriate criterion |
|  | In the textbox provided, explain how your study fulfills the chosen criterion |
|  | Explain how the consent process will be performed (e.g. reading a script, online) |
| **Written Consent:** | |
|  | Includes where written consent will take place |
|  | Includes who will go over consent form with participant(s) |
|  | Includes when questions will be answered if participants have questions |
|  | Includes where written consent forms will be signed |
| **Study Participation** | |
| **Description of the Study:** | |
|  | Uses lay language throughout description of study |
|  | Includes sequential order of study (i.e., baseline, implementation of intervention, maintenance probes, generalization, surveys and questionnaires) |
|  | Within each phase of study, includes how long each phase will take |
|  | Includes what you (researcher) are reviewing during implementation of procedures |
|  | Includes how data will be collected and reported |
| **Questionnaires/Surveys:** | |
|  | Upload all surveys, questionnaires, and data sheets which will be used during the study  Also, if a debriefing will take place, upload this document here as well. |
| **Risks:** | |
|  | Includes all risks and methods used to minimize each risk |
| **Benefits:** | |
|  | Includes potential benefits for participants |
|  | Includes potential benefits within field (or society) |
| **Confidentiality:** | |
|  | Includes where electronic and paper documents are being stored |
|  | Includes how electronic and paper documents (data) will be destroyed (if applicable) |
|  | If audio or video taping is used, includes how recordings will be destroyed |
| **General Checklist for IRB Submission Attachments** | |
|  | CITI Training Completion Report (PDF) – contains all modules and scores |
|  | CITI Training Completion Reports for Research Personnel |
|  | Includes advertisements, recruitment e-mails, script for verbal recruitment (as attachments) |
|  | Written Consent and/or Assent forms. (Written consent forms should be in first and second person- i.e., “I” and “you”) |
|  | Screening Survey |
|  | Data Sheets |
|  | Training documents (if applicable) |