

## Institutional Review Board: Faculty Sponsor Survey Instructions and Guidance

It is your responsibility as the faculty sponsor to ensure that the application submitted to the IRB is complete and accurate. Applications that are missing documents, such as the consent form, or that have inconsistent methods and procedures, will be withdrawn from the IRB and returned without review. If you select "No" to any of the questions, return the application to the student to make the needed changes prior to submitting to the IRB. If you select "No" but still submit the application for review, the application will be returned without review.

Below are the Faculty Sponsor Survey questions that you will be prompted to answer prior to submitting an IRB application on behalf of a student. There are additional tips in blue with each question so you can better understand what information the IRB is looking for.

1. Have you checked for completeness of responses to each prompt?

Response Options:

- Yes, all responses are complete
- No, all responses are not complete

Review all the responses provided in the Application Forms. If any questions are unanswered or only vaguely answered, ask the student to make revisions before submitting. For example, the rationale should define any jargon used and provide citations to existing literature that the proposed study will be building upon. If any of the application responses seem too vague to you, then they are definitely too vague for the IRB to review and approve, so ask the student to add more information.

2. Have you reviewed the contents of each response for relevance to the prompt?

Response Options:

- Yes
- No

Ensure that no information was added to the wrong section, and that different sections are not duplicates of other sections (there is no need to copy and paste in the Application Forms). If you notice any discrepancies, ask the student to revision the application.

3. Have all the requested revisions been made to the application?

Response Options:

- Yes
- No
- N/A- initial submission

If this is not a new submission, review the most recent "Revisions required" notification, located with the uploads in the application. Make sure that each revision has been made before resubmission. If not, advise the student which revisions are still needed before the application can be resubmitted.

4. Do the methods describe all the steps in the research, including: screening, selection procedures, recruitment process, data collection process and location(s)?

Response Options:

- Yes
- No

Be sure that all steps in the research are completed, including the timeline for the procedures. If it is an online survey, provide the survey platform (recommend Qualtrics). If conducting interviews or focus groups, the location should be provided. If the methodology is unclear or too vague, ask the student to provide more details about the procedures

before submitting the application to the IRB. Tip: tell the student to describe the procedures like they are explaining the research to their grandparent. This way the student can understand that their language needs to be precise and detailed, while also avoiding jargon.

5. Is the participant population clearly defined, including the estimated age range?

Response Options:

- Yes
- No

Make sure that the participant population is clearly provided in the application. If not, ask the student to revise this application response with a clear description.

6. If the methods involve audio/visual recordings, are the details of the recording described in:

- the methods and procedures section;
- the method for transcription and deletion provided in the confidentiality section; and
- are all the details about the recording method and storage/deletion provided in the consent form?

Response Options

- Yes
- No
- N/A- no recordings involved

Carefully check each of the sections listed above to make sure the information is provided and consistent throughout the sections. If not, ask the student to address these items in each application section.

7. Have the procedures and timeline for data retention, de-identification, and deletion been provided in the Privacy and Confidentiality section?

Response Options:

- Yes
- No

The following needs to be explicitly clear: how long will the data be stored and where will the data be stored; how will the data be de-identified, and when will the research data be deleted. If it is not clear, is inconsistent, or not provided, ask the student to make revisions.

8. Do the methods described match the uploaded documents?

Response Options:

- Yes
- No

Check the data collection instrument, the recruitment document, and the consent form to make sure that they are all cohesive and match what is described in the text of the application. If there is a mismatch between uploaded documents vs. what is described in the Application Forms (e.g., they describe interview procedures but uploaded survey questions), this may demonstrate unclear research goals and procedures. The bigger the mismatch, the mor

9. Have the data collection materials (e.g., survey/interview questions) been uploaded? Note that links are not acceptable, a hard copy in Word or PDF is required.

Response Options:

- Yes
- No
- N/A- research only involves pre-existing data

10. Has a copy of the recruitment document been uploaded, as it will be provided to potential participants?

Response Options:

- Yes
- No
- N/A- research only involves pre-existing data

Make sure that the document matches the recruitment method. If not, ask the student to revise their recruitment document.

11. Has the site permission letter been uploaded?

Response Options:

- Yes
- No
- N/A- no site permission required

If the procedures involve recruiting through another organization, especially if it's through another school, then evidence from the organization or institution allowing the recruitment for this research must be provided.

12. Has the consent form been uploaded? This also includes parental permission and child assent forms for research involving minors.

Response Options:

- Yes
- No
- N/A- research only involves pre-existing data OR a waiver of consent has been requested

In addition to making sure this is uploaded, make sure that the uploaded consent form(s) does not include any of the template instructions or font colors. Additionally, it should not include any comments from a Word version draft. The version uploaded should be exactly as it will be presented to the potential participants.

13. Do the procedures in the consent form match the procedures, including the time commitment and compensation, as provided in the application?

Response Options:

- Yes
- No
- N/A- research only involves pre-existing data OR a waiver of consent has been requested

Check each application section to make sure that the procedures, time commitment, and compensation are consistent with what is provided in the consent form.

14. Are all parts of the consent form thorough and understandable, written in second-person language and at an 8th grade reading level?

Response Options:

- Yes
- No
- N/A- research only involves pre-existing data OR a waiver of consent has been requested

Make sure that the consent form is understandable and free of any scientific jargon. Also make sure that it is not written in third-person language (using "the participant" instead of

“you”).

15. Has the CITI training been completed in the past 5 years by yourself, the student, and all research personnel?

Response Options:

- Yes
- No

If not, it must be completed prior to submitting the application.