Institutional Review Board: Faculty Sponsor Survey

Type: Standard

Due Date:

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that are missing documents, such as the consent form, or that have inconsistent methods and procedures, will be withdrawn from the IRB and returned without review.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.

1. Complete	Type: Multiple Choice	**Required**

Have you checked for completeness of responses to each prompt?

Options:
1. Yes, all responses are complete
2. No, all responses are not complete

2. relevance	Type: Multiple Choice	**Required**

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

Options:
1. Yes
2. No

3. Revisions	Type: Multiple Choice	**Required**

Have all the requested revisions been made to the application?

Options:
1. Yes
2. No
3. N/A- initial submission

4. Methods	Type: Multiple Choice	**Required**

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

Options:
1. Yes
2. No

5. Population	Type: Multiple Choice	**Required**

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

Options:
1. Yes
2. No

6. Recordings	Type: Multiple Choice	**Required**

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?

Options:
1. Yes
2. No
3. N/A- no recordings involved

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7. Data retention	Type: Multiple Choice	**Required**

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

Options:
1. Yes
2. No

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8. methods match docs	Type: Multiple Choice	**Required**

Do the methods described match the uploaded documents?

Options:
1. Yes
2. No

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9. survey instrument	Type: Multiple Choice	**Required**

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.

Options:
1. Yes
2. No
3. N/A- research only involves pre-existing data

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10. recruitment doc	Type: Multiple Choice	**Required**

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

Options:
1. Yes
2. No
3. N/A- research only involves pre-existing data

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11. site permission	Type: Multiple Choice	**Required**

Has the site permission letter been uploaded?

Options:
1. Yes
2. No
3. N/A- no site permission required

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12. consent included	Type: Multiple Choice	**Required**

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

Options:
1. Yes
2. No
3. N/A- research only involves pre-existing data OR a waiver of consent has been requested

13. consent match	Type: Multiple Choice	**Required**

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

Options:
1. Yes
2. No
3. N/A- research involves pre-existing data only OR a waiver of consent has been requested

14. consent complete	Type: Multiple Choice	**Required**

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

Options:
1. Yes
2. No
3. N/A- research involves pre-existing data only OR a waiver of consent has been requested

15. CITI training	Type: Multiple Choice	**Required**

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

Options:
1. Yes
2. No