

# Institutional Review Board Proposal Evaluation and Decision

<b>General Study Information</b>				
IRB Chair Name				Review Date
Study Title				Study Duration
Principal Researcher (PR)				Faculty Advisor (FA)
Review Type	Full	Expedited		
<b>If the answer to any of the following questions is NO, the proposal will not be considered by the IRB.</b>				
Has the PR and FA (as applicable) completed the required CITI training?	Yes	No		
If the study involves children under the age of 18, have the PR, FA, and all involved researchers passed a background check?	Yes	No		
Does the <i>Proposal</i> include all required attachments?	Yes	No		

<b>Purpose</b>				
Exceeds Requirement (2)	Meets Requirement (1)	Does Not Meet Requirement (0)	Comments	Score
The research purpose is clearly stated, focused, and well thought out, with a scope appropriate to available resources. The research questions are well developed.	The research purpose is stated with adequate clarity and is focused. The research questions are stated.	The research purpose is not present or is unclear and unfocused. The research questions are missing or very vague.		

<b>Procedures and Data Collection</b>				
Exceeds Requirement (2)	Meets Requirement (1)	Does Not Meet Requirement (0)	Comments	Score
Procedure rationale and details, including those that are experimental or interventional, are described in detail. Any deception that will be used is described in detail.	Procedure rationale and details are clearly stated. Information on any deception planned is described.	Procedure rationale and details are incomprehensible or vague.		

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<b>Privacy, Confidentiality, and Data Management</b>				
Exceeds Requirement (2)	Meets Requirement (1)	Does Not Meet Requirement (0)	Comments	Score
An in-depth explanation of subject privacy protection and secure data management is offered including access rights. Details of audio/visual recording methods and protection are provided.	An explanation of subject privacy protection and secure data management is offered, referencing access rights. Audio/visual recording methods and protection are considered.	Little to no explanation of subject privacy protection and secure data management offered.		

<b>Risk Assessment and Management</b>				
Exceeds Requirement (2)	Meets Requirement (1)	Does Not Meet Requirement (0)	Comments	Score
All foreseeable risks are identified, including an assessment of the degree of each risk presented. Measures to mitigate risks are offered. Worst case scenarios are outlined with detailed action plans.	Foreseeable risks are identified, with an adequate assessment of the degree of each risk presented. Precautions to mitigate risks are offered. Worst case scenarios are outlined and action plans are offered.	Few to no foreseeable risks identified. Assessment of the degree of each risk is unclear. Lack of consideration of worst case scenarios.		

<b>Benefits</b>				
Exceeds Requirement (2)	Meets Requirement (1)	Does Not Meet Requirement (0)	Comments	Score
Research benefits to the participants and scientific community are described in depth.	Research benefits to the participants and scientific community are stated.	Research benefits to either the participants and scientific community are not cited or vague.		

<b>Subject Recruitment</b>				
Exceeds Requirement (2)	Meets Requirement (1)	Does Not Meet Requirement (0)	Comments	Score
An in-depth description of participants, including the identification of participants with diminished autonomy, is provided. All recruitment documentation is clear and thorough.	A description of participants, including the identification of participants with diminished autonomy, is provided. Recruitment documentation/information is submitted.	A vague description of participants is provided. No recruitment documentation/information is provided.		

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<b>Informed Consent</b>				
Exceeds Requirement (2)	Meets Requirement (1)	Does Not Meet Requirement (0)	Comments	Score
Consent form example is provided and a full description of the consent process, including collection procedures, is offered. Any possibility for coercion or undue influence are identified with a thorough action plan to mitigate impact.	Consent form example is provided and a clear, but brief description of the consent process, including collection procedures, is offered. Possibility of coercion or undue influence is addressed.	Consent process identified, but no consent collection procedure is offered. No consent form example is offered.		

**A score of 1 is necessary in each category for Institutional Review Board approval of a proposal.**

Additional Comments:

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Study Title			Study Duration	
Principle Researcher (PR)			Faculty Advisor (FA)	
Review Type	Full	Expedited		

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<b>Board Decision</b>			
<b>Approval</b>	<b>Approval Pending Revision</b>	<b>Deferred Until _____</b>	<b>Denied</b>
IRB Chair Signature			
IRB Chair Printed Name			Date

**Upon completion, the IRB Secretary will distribute copies of this form to the Principal Researcher, Faculty Advisor (if applicable), Academic Affairs, Institutional Advancement (if funded research), and the Executive Office.**