

**IRB Proposal Checklist
Academic Year 2022-2023**

General Proposal Review:

- Proposal completed in its' entirety
- Consistency of methods noted throughout proposal
- No grammar/spelling errors noted in proposal

Application Type:

- Exempt:
 - Adults (surveys, interviews, or observations)
 - Educational Practices (instructional strategies, classroom management methods, etc.)
 - Public datasets, documents, or records
 - Program Evaluation
- Full Board:
 - Protected populations (children, prisoners, diminished capacity)
 - Substance Use research
 - Biological specimens

Type of protections in place for subjects:

- Anonymous (no one, including the researcher(s), can re-identify participants)

Sample Language:

The data for this survey will be collected anonymously using Microsoft Forms. To ensure anonymity, no personally identifying information such as, participant name, email address, IP address or demographic information that could potentially result in participant identification will be collected.

- Confidential (only the researcher can re-identify participants)
 - Resource Link: [Anonymity versus Confidentiality](#)
- Identifiable Information (Information that can lead to the re-identification of participants)
Can include:
 - Name, job title, time in position, demographic data, email, or IP address
 - Any studies that collect personally identifiable information cannot be considered anonymous

Informed consent:

- Identification of students or employees as participants
 - Statement(s) regarding voluntary participation and participants are free to withdraw from the study at any time for any reason without consequence
 - Statement(s) regarding decision to participate as not having bearing on grades/employment status

- Identification of risks and plan for the researcher to mitigate risks
- Identifies researchers' role in relation to participants
- Estimate of time commitment
- Detail of participant experience
- Provides potential resources in the event of an adverse reaction
- Detailed data storage plan
 - Data accessible by *only* researchers identified in IRB proposal
 - Limits risk of re-identification of participants
 - Data will be stored in a password protected, encrypted drive (Cloud servers are not considered secured method of data protection)
 - Resource Link: [How to Protect a Word Document with a Password](#)
 - Uses secured survey instrumentation device/platform (Microsoft Form, Survey Monkey, Qualtrics). *Google Forms is not considered a secured instrumentation device/platform.*

Sample Language:

All online Informed Consent forms and all survey data will be stored in an encrypted, password protected file on the Principal Researcher's computer. Since the Informed Consent form is a component of the online survey, survey responses and the Informed Consent acceptance will be stored in a single file. Only the Principal Researcher(s) will have access to this data and once the data collection period has been completed, cloud-based storage will not be used. The encrypted, password encrypted data file will be deleted after 3 years after study completion.

- Includes researcher contact information (Centenary University email address) and IRB email address (irb@centenaryuniversity.edu)

Supplemental Materials:

- Copy of CITI Training certificate included (completed within the last 3yrs.) and certificates
 - Basic/Refresher, Social & Behavioral Sciences & Responsible Conduct of Research
- Measurement Tools
 - Tools in the public domain – includes link
 - Tools not in the public domain – includes written permission
- Links for public datasets (if applicable)
- Signature from Dissertation Chair/faculty supervising research
 - Applications should be properly vetted by appropriate committee persons prior to IRB submission
 - **Applications missing signature(s) of the Dissertation Chair/Supervising Faculty are considered incomplete and will not be reviewed by the Committee.**

Please contact the IRB committee at irb@centenaryuniversity.edu with any questions that arise during the application process.