

## **IRBPHP INITIAL PROPOSAL CHECKLIST**

Note: The numbers on this form correspond to the numbers in the IRBPHP Handbook and the numbers on the IRBPHP Initial Application. This Checklist is provided to aid researchers and their advisors in preparation of the IRBPHP Application and a timely response from the IRBPHP committee.

- 8.1** \_\_\_ Applicant accurately completed the section titled: Applicant Information
- 8.2** \_\_\_ Applicant, if a student, accurately completed the section titled “Faculty Advisor Information.”
- 8.3** \_\_\_ Applicant has titled and provided a duration date for their project.
- 8.4** \_\_\_ Applicant has provided a brief background of their research topic, a clear research question (or hypothesis) and has correctly cited all references used directly below this section.
- 8.5** \_\_\_ Applicant has thoroughly described their sample.
- 8.6** \_\_\_ Applicant has detailed how they will recruit their sample from start to finish and has placed all materials used to recruit in the Appendix section (alphabetized correctly for this specific project).
- 8.7** \_\_\_ Applicant has discussed the process of informed consent for participants. If consent forms are used copies are placed in the Appendix section (alphabetized correctly for this specific project).
- 8.8** \_\_\_ Applicant has described in detail what their procedures are with participant from start to finish. Applicant has placed copies of all materials used with participants in the Appendix section. When required by copyright or other restrictions, applicant has placed approvals to use materials in the Appendix section (alphabetized correctly for this specific project).
- 8.9** \_\_\_ Applicant has described any and all risks to participants.
- 8.10** \_\_\_ Applicant has described how they will minimize risks to participants.
- 8.11** \_\_\_ Applicant has described any and all benefits to participants.
- 8.12** \_\_\_ Applicant has addressed potential costs to the participants.
- 8.13** \_\_\_ Applicant has discussed any reimbursement or compensation provided to participants and the rationale for including such.
- 8.14** \_\_\_ Applicant has clearly indicated if participation or data from this study is anonymous or confidential and how they will handle and store data.
- 8.15** \_\_\_ Applicant has obtained all necessary signatures on the separate signature page and submitted a scanned copy along with the Initial Application Form.