

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.