IRB Reviewers and Department Chairs

IRB Application Review

Project Information

- Are IRB Forms A and B complete?
- If this research is being undertaken at multiple sites, have all institutions/organizations been contacted?
- Are copies of questionnaires, surveys, etc. attached?
- Do the start and end dates allow sufficient time for both data gathering and analysis?
- Is the protocol associated with an application for external funding?

Summary

- Does the proposed project conflict in any manner with department, college, or institutional policies or mission?
- Has the major hypotheses or research questions been provided, if applicable?
- Has the research design been reviewed by the department chair and/or dean?

Level of Effort

- Will the level of effort proposed be commensurate with the actual costs that may be incurred?
- If the Principal Investigator is a student, is the Co-Investigator a faculty or staff member?

Preparedness of Investigators

As of January 1, 2007, anyone (student, faculty or staff) conducting research at Utah Valley University involving human subjects must provide evidence by means of a certification number that they have successfully completed the CITI training available on the UVU website. Check the box that best applies:

- All investigators and any faculty sponsor have already submitted evidence of completion of IRB training (provided a certification number next to their signature on IRB Form B).
- IRB training is in progress and documentation will be provided prior to IRB approval.

Selection Criteria of Human Subjects Identified

- Has the source of subjects been identified?
- Is the subject selection criteria clearly explained?
- Is the subject contact method explained?
- Are copies of recruitment materials (i.e., flyers, advertisements) attached, if applicable?

Informed Consent

- Are all relevant Informed Consent Forms attached (i.e., formal consent, implied consent, parental consent, assent)?
- Are all of the eight basic elements of Informed Consent represented?
    - Purpose of the research
    - Rationale, why the research is important, and how information will be used
    - Contact person for questions and affiliation of that person
    - IRB Statement: "If you have questions regarding your rights as a research participant, or if problems arise which you do not feel you can discuss with the Investigator, please contact the Institutional Review Board Office at (801) 863-8156."
    - Confidentiality
    - Signature or return of the survey serves as consent
    - Time it will take to complete survey or study
    - Appreciation for participation

- Is the language level appropriate (7^{th}/8^{th} grade language)?
- Is it clear that subjects may withdraw at any time, without liability?

- Are any special circumstances dictated by the research design included?

Procedure Outlined
- Are the procedures described step-by-step?
- Is the frequency, duration and location of each procedure provided?

Confidentiality
- Where will the signed Informed Consent Form be stored, if applicable?
- What method(s) of storage will be used?
- Who will have access to confidential information (provide names)?
- Is the means of maintaining confidentiality fully explained?

Risks
- Are known or anticipated risks explained?
- Is the level of risk clearly described for potential subjects?

Benefits
- Are the anticipated benefits of the study explained?
- Is the importance of the resulting knowledge described?

Signatures
- Are all required signatures present?

All of the above checked items are included in this application and are complete and accurate to the best of my knowledge

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Signature of Reviewer, PI or Department Chair Typed or Printed Name Date