

IRB APPLICATION CHECKLIST

The Description or Abstract of Study

- Insert Abstract or Summary here.
- Use the guide to the Abstract, it will answer any general questions about your study.
- Cite sources to support statements made in the context and statement of the problem.
- **Be sure to append all required documents**
 - Organizational permission, recruitment materials (emails, letters, flyers, posters, etcetera), an informed consent form (with your research study information in it), survey, interview, tests, measures, and the acknowledgement of ethical concern (one for each member of the research team)

Informed Consent

- Describe clearly and concisely how you will inform the participant of their right, risks, and gain their consent to participate in your study.
- It is simpler than it might appear. You will give the details of the informed consent below. This is about the process: the when and how.
- **What is important?**
 - How will you convey the information?
 - Is any inducement used to recruit?
 - Will deception be used as part of the study?
 - What benefit is there for participants?
 - Does participation have a cost for the participant?

Risks of Participation

- **What is important?**
 - Risks of participation are minimal
 - Risks are mediated by maintaining privacy and confidentiality
 - Participants will be encouraged to keep their specific responses to themselves
 - Researchers will only refer to the participants with a pseudonym or as aggregated data
 - Some studies might ask questions, which can be construed as sensitive
 - Participants might experience strong or difficult emotions
 - They may contact the research supervisor with questions or concerns
 - There should be no physical risks related to participation

Population

- Copy from the Introduction chapter's section *Participants*
- The description of the target population and the setting (location) for recruiting this population
- **What is important?**
 - What are the specific demographic characteristics that qualify a member of your population?
 - Where would someone find such people to recruit him or her?
 - Do not confuse this with the place where you might interview or survey your participants!

Participant's Rights

- Discuss the participant's rights concerning their participation.
- **What is important?**
 - Fully inform participants of what participation involves
 - Participation is voluntary and they have the right to withdraw
 - Privacy concerning participation and the specifics of their responses
 - Confidential storage of informed consent document and all personally identifying information (transcripts, recordings, emails, etcetera), and their destruction 3 years after the study is finished.
 - How will you keep the personally identifying information and the data separate

Procedure

- **What is important?**
 - Describe in some detail what the participant will do for you to collect data from them
 - How will your survey, interview, focus group, or intervention be conducted?
 - What type of data will you collect?
 - How will you handle the data?
 - How does the participant know they are finished with their participation?