

Please use this checklist to ensure that your protocol meets IRB requirements.

**Submit application for full board review before the deadline indicated on the IRB website**

<https://www.pugetsound.edu/institutional-review-board-irb>

**Applications for exempt and expedited review may be submitted at any time**

### **COVERSHEET**

- \_\_\_\_\_ Completed
- \_\_\_\_\_ Typed
- \_\_\_\_\_ Signed (investigators, and if appropriate, faculty advisor)
- \_\_\_\_\_ CITI Training Certificates (for all investigators and, if appropriate, faculty advisor)

### **PROTOCOL (5 pages maximum)**

- \_\_\_\_\_ Pages numbered throughout

#### **(A) Protocol Description**

- \_\_\_\_\_ 1. Introduction
- \_\_\_\_\_ 2. Purpose
- \_\_\_\_\_ 3. Exposition
- \_\_\_\_\_ 4. References

#### **(B) Methods and Materials**

##### **1. Subject Recruitment**

- \_\_\_\_\_ a. Number of subjects
- \_\_\_\_\_ b. How and where subjects are recruited
- \_\_\_\_\_ c. Criteria for inclusion and exclusion
- \_\_\_\_\_ d. Method of obtaining informed consent
- \_\_\_\_\_ e. Special conditions or procedures (if applicable)
- \_\_\_\_\_ f. International research considerations (if applicable)

##### **2. Risks to Subjects**

- \_\_\_\_\_ a. Risks to subjects
- \_\_\_\_\_ b. Precautions to minimize risks

##### **3. Instrumentation**

\_\_\_\_\_

##### **4. Data collection**

\_\_\_\_\_

##### **5. Data analysis**

\_\_\_\_\_

#### **(C) CONFIDENTIALITY OF DATA:**

- \_\_\_\_\_ Procedure used to protect confidentiality
- \_\_\_\_\_ Manner of recording information
- \_\_\_\_\_ Use of audio and visual tapes and their disposition
- \_\_\_\_\_ How long identifying information will be kept

\_\_\_\_\_ Deception or assent (if applicable)

**(D) BENEFITS**

\_\_\_\_\_ Benefits of the research

**(E) QUALIFICATIONS OF INVESTIGATOR(S)**

\_\_\_\_\_ Faculty: Qualifications for conducting the research

\_\_\_\_\_ Student: Qualifications for conducting the research