

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/gateways/faculty-staff/institutional-review-board/>

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

COVERSHEET

- _____ Completed
- _____ Typed
- _____ Signed (investigators, and if appropriate, faculty advisor)
- _____ CITI Training Certificate of Completion attached

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

(F) REFERENCES