



Saint Mary-of-the-Woods College (SMWC)

Institutional Review Board (IRB)

Checklist

- Exempt Review Form B or Expedited Review Form C, as applicable
- Research advisor has reviewed and approved the proposal prior to submission to IRB (if student)
- Human Subjects Review Form A
- Investigation Information (Form A) includes the following:
 1. Who are the investigators, including the faculty supervisor, for student research?
 2. What is the research question and what is its significance/rationale?
 3. When and where will the research be conducted?
 4. Who are the subjects and how will they be recruited and assigned to experimental groups?
 5. What specifically will the subjects be doing in the study? Include a copy or thorough description of the instruments and/or protocol(s).
 6. What level of risk is involved? Use the categories: low or minimal risk, moderate risk, or high risk. If more than minimal risk is involved, a detailed explanation of the prospect of direct benefit to the individual subjects is needed. Moderate risk might include distress or significant fatigue during the task or need for extensive debriefing or explanation due to some deception involved in the research. High risk might include potential danger or more severe levels of distress due to participation in the research.
 7. What procedures will be used for obtaining informed consent? How will subject confidentiality be protected? Include a copy of the consent form (and assent form for subjects under the age of 18).
 8. What procedures will be used to provide feedback and/or debriefing to subjects following completion of their participation in the study?
- Letter of permission/approval from off-site location if any part of project will take place in location other than SMWC
- Informed Consent Letter
- Parental Informed Consent – if participants are minors
- Letter of Assent – if participants are minors
- Media Consent Form, if applicable
- Copy of instruments to be used, if applicable
- The Basic Course for the Protection of Human Subjects* training certificate (effective July 1, 2011)