**WKU**

**IRB SELF-CHECKLIST**

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| **Creteria** | **Self-check** |
| **1-PURPOSE** | |
| Is the purpose of the study clear? |  |
| Will the study involve a discussion on sensitive topics? (eg sexual activity, drug use, parental or marital abuse etc) |  |
| **2-SUBJECTS** | |
| Are participants above 18 |  |
| If not, is assent evidence provided?  The recruit order should be- After IRB approval, a flier is sent home to parents; if parents are interested they contact PI to learn about the study. If they agree to allow their child to participate, they sign two copies of parental consent. After parental consent is obtained, the students are informed of the study. If they agree to participate they will sign two copies of the assent form. |  |
| Does the research involve potentially vulnerable groups: children, those with cognitive impairment. |  |
| Does it involve your own students?  Does the proposal explain how power issues will be handled in a way that students do not feel pressured to participate. For example-  (e.g., participation is voluntary, refusal to participate involves no penalty or loss of educational benefits, deciding to participate will not affect grades, etc.).  Research in the K-12 Classroom” https://www.kean.edu/offices/research-and-sponsored-programs/irb-research-compliance |  |
| Is number of participants mentioned.  Be reminded that only approved number of particpants can be enrolled. |  |
| **3-RECRUITMENT** | |
| The method of contacting and recruiting the research participants is provided. |  |
| Is the location and timing of recruitment provided? |  |
| Is a copy of all recruitment materials including letter, flier, email, script, provided? |  |
| Selection criteria and exclusion criteria of the research participants is explained. |  |
| Will subject selection be equitable or P1 must describe rationale for invitation to specific subjects. |  |
| Undue rewards like cash/gifts compensations for participation provided? |  |
| **4-DURATION** | |
| Is the time duration and other commitment clarified? |  |
| **5-LOCATION** | |
| Is the location details and permission where research activities involving human subjects will take place provided? |  |
| Is permission evidence attached official letter head or official email? |  |
| **6-CONSENT** | |
| The informed consent form is provided for survey,observation,interviews,focus group from the participants |  |
| The purpose of the research is explained, if not, is reason provided? |  |
| Voluntarily withdrawal provision during the research process is provided. |  |
| **7-BENEFITS** | |
| Are research benefits mentioned. |  |
|  |  |
| **8-RISKS** | |
| Research risk level defined?  It should be conveyed to the participants. |  |
| If minimal risk, is it explained how? |  |
| Predicted risks: such as psychological stress, discomfort, anxiety or cause harm or negative consequences beyond the risks encountered in normal life are identified? If yes,  Is it mentioned that how will this be minimised/addressed/managed? Are these measures adequate? |  |
| **9-PRIVACY** | |
| Is anonymity promised? |  |
| Is confidentiality promised?  Note: online survey responses will only be completely anonymous if the online survey software has its IP collection mechanism disabled. |  |
| **10-STORAGE** | |
| Data storage [ paper or electronic], access to data and disposal of data when it is not required is explained. |  |
| **11-DATA COLLECTION** | |
| Does the study involve any kind of intervention ? |  |
| Is data collection procedure/intervention ethically appropriate? |  |
| **12-MEASURES** | |
| Are data collection instruments and interview protocols provided |  |
| **APPENDIX** | |
| CITI training certificate |  |
| Call for Participation [Flyer etc] |  |
| Survey/instruments/battery/protocol |  |
| Assent and debriefing form |  |
| Informed Consent form |  |
| Location permission letter/email |  |