INSTITUTIONAL REVIEW BOARD
SOUTHERN OREGON UNIVERSITY

# INVESTIGATOR CHECKLIST

## For Exempt and Non-Exempt Research Applications

**Instructions:** Use this checklist to ensure you have all necessary documents included in the IRB Review Request Application package. *Missing documents will result in delay of review by the IRB.*

**All Applications:**

- ☐ Investigator Information Sheet, with Additional Investigator Information Sheets as needed.
- ☐ Letters of permission to conduct research at proposed location (if applicable).
- ☐ Letters of permission to access subject population (e.g., email listservs) (if applicable)
- ☐ Human Subject Recruitment Materials (e.g., email script, flyers, posters, telephone script etc.)
- ☐ Letter/Script of Informed Consent/Parental Permission Containing:
  - ☐ a) A concise and focused description of what the research is and why it is being conducted. Include study title.
  - ☐ b) An idea of how long the study will last. A description of what participants will be required to do.
  - ☐ c) A statement that the study involves research.
  - ☐ d) Description of reasonably foreseeable risk or discomforts (including breach of confidentiality), and how you plan to minimize those risks.
  - ☐ e) Description of any benefits that **may** be reasonably expected (address both direct benefits to the subject, and knowledge generated)
  - ☐ f) Disclosure of appropriate procedures, treatments, or assignments if applicable (e.g., alternative treatments for psychological interventions, alternative assignments for students used as human research subjects).
  - ☐ g) Statement describing the extent to which confidentiality or identity of the subject will be maintained.
  - ☐ h) Include a statement on mandatory reporting if you are a Mandatory Reporter. This applies to SOU Employees (e.g., Faculty, Staff, and Student Employees). Students who are **not** employed by SOU, and who **do not** fit other categories of mandatory reporters, do not need to include this statement.
  - ☐ i) An explanation describing any compensation or incentives.

- [ ] j) A statement that participation is voluntary, refusal to participate will not result in penalty or loss of benefits, and subjects may withdraw without penalty.
- [ ] k) Explanation of whom to contact for questions about the research and research subjects' rights, and in the event of a research related injury or harm, include PI and IRB office information.

- [ ] Youth Assent Form for minors able to assent (if applicable)
- [ ] Research/Study Information Sheet introducing research to participant
- [ ] Data collection/instrument information (e.g., survey questions, interview questions, interview guide, data/information being obtained from records, focus group questions, etc.)
- [ ] Coding sheet/diagram for identifiable data that will be coded (if applicable)
- [ ] Deception debriefing script (if study involves deception)
- [ ] Request for Waiver or Alteration of Informed Consent (if applicable)
- [ ] Conflict of Interest Form (if applicable)
- [ ] Translated documents for non-English speaking subjects (if applicable)

**In addition** to the above listed items, include the items below specific to your research application.

**Exempt Research Applications:**

- [ ] Exempt Determination Application - IRB Review Request
- [ ] Exempt Category Worksheet(s)
- [ ] Transnational documents of approval for research outside the U.S. (if applicable)
- [ ] Signed investigator and Faculty Advisor Agreements and Responsibilities

**Non-Exempt Research Applications:**

- [ ] Non-Exempt Research Application - IRB Review Request
- [ ] Research Plan Narrative
  - [ ] I. Introduction and Background
  - [ ] II. Specific Aims/Study Objectives
  - [ ] III. Methods, Materials, and Analysis
  - [ ] IV. Potential Benefits of the Research
- [ ] Transnational documents of approval for research outside the U.S. (if applicable)
- [ ] Signed investigator and Faculty Advisor Agreements and Responsibilities