

IRB APPLICATION CHECKLIST



CHECKLIST REVIEW STATUS INITIAL

Date:

2ND

Student Name:

Dissertation Chair:

Dissertation Chair: Your signature on the application indicates you have reviewed the application carefully. The application is being returned to you for the following reasons:

- **Review Type**

Incorrect application submitted.

Expedited review required.

Full review required.

- **Signatures**

Include signatures of student and dissertation chair on the Cover Sheet **and** after the Investigator's Assurance statement.

- **Purpose of the Study/Summary**

Clearly identify the purpose of the study.

IRB APPLICATION CHECKLIST



- **Methodology/Research Design**

Ensure that design is aligned with the purpose of the study.

Clearly identify the specific research design to be used (If conducting a mixed-methods study identify a specific type of mixed-methods design.)

- **Human Participant(s) Involvement**

Explain subject/participant specific involvement in the study.

Include estimated duration and time length for participation.

- **Deception/Coercion**

Address any specific perceived deception and/or coercion rather than providing a simple yes/no response (Paying participants is perceived as a form of coercion.).

Discuss investigator's relationship to participants. If this relationship implies coercion, please address how this will be mitigated.

Avoid perceived coercion or conflicts of interest by being teacher/supervisor and researcher of students/employees that are part of the study.

IRB APPLICATION CHECKLIST



- **Confidentiality/Anonymity**

Confidentiality and anonymity cannot be maintained simultaneously. Please address either confidentiality or anonymity.

- **Audio/Video Recording**

When audio/video recording, please include a statement that participants can request that the taping be stopped at any time.

- **Review by Institutions Outside Argosy University**

Include a letter of approval from the school, district, and/or other approving agency.

The letter must clearly state that research approval has been granted.

- **Data Collection and Management**

Include a statement that indicates how long data will be maintained and destroyed.

All data must be kept under student investigator's control in a locked file cabinet in the student's personal residence.

Data should not be maintained on a flash drive.

IRB APPLICATION CHECKLIST



- **Instruments/Protocols**

Attach copies of all instruments/protocols to be used.

If using an instrument/protocol privately owned and/or developed by someone other than the investigator, include written permission to utilize the instrument in the study.

Provide student investigator's contact information should participants have questions regarding the instrument.

Include a statement that specifies that participant should not place his/her name or other identifying information anywhere on the instrument/protocol.

Include proper citation for developer of the survey, instrument, interview/observation protocol, etc.

- **Consent/Assent**

Attach copies of all consent/assent forms.

Provide contact information for student investigator, dissertation chair, and Dr. Murray Bradfield, VPP and IRB chair.

IRB APPLICATION CHECKLIST



- **Consent/Assent (continued)**

Reference should be made that you are a doctoral student in the Education/Business/Psychology/Counseling department at Argosy University-Atlanta working on your dissertation. This should appear in the initial paragraph of the consent/assent letters.

Include a disclaimer that the study is for research purposes only and not for decision making by any organization. This is critical for liability for the student if providing a copy of the results to the school/district/business/agency.

Early in the letter indicate the voluntary nature of the participation.

Include a statement that participants can opt out of the research at any time without penalty.

When audio/video recording, please include a statement that participants can request that the taping be stopped at any time.

List issues related to perceived risks and harm to participants. Describe how risks will be minimized by specifying safeguards and problem resolution.

Refrain from including Argosy University Atlanta school, business, or clinic address. Include the student investigator's address, email, and phone number.

IRB APPLICATION CHECKLIST



- **Risks to Participants**

Address any specific risks rather than providing a simple yes/no response.

What safeguards will you implement?

What happens if a problem arises?

- **Potential Benefits**

Identify specific potential benefits to the participants and/or school district.

Refrain from suggesting that the results of the study will be used for decision-making.

- **CITI Training**

Include current CITI completion report.

- **Formatting**

Correct errors in grammar/spelling, sentence structure, and/or APA formatting.

Include page numbers.

- **Other**