Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Determination of Human Subjects Research Checklist for Institutional Review Board**

(Checklist to determine the need of completion of IRB Application)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **Not Sure** | **If yes or not sure, please explain:** |
| Is the activity being conducted to generalize the information or findings to other individuals [“A systematic investigation is an activity that involves a prospective study plan that incorporates data collection, either quantitative or qualitative, and data analysis to answer a study question. Investigations designed to develop or contribute to generalizable knowledge are those designed to draw general conclusions (i.e., knowledge gained from a study may be applied to populations outside of the specific study population), inform policy or generalize findings.]? |  |  |  |  |
| Does the activity pose more than minimal risk to participants? (Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examination or tests.) |  |  |  |  |
| Does the activity involve vulnerable populations (e.g., children, adults who cannot consent form themselves, prisoners)? |  |  |  |  |
| Does the activity involve sensitive topics (e.g., illegal activities, child abuse, sexual assault, drug use etc.)? |  |  |  |  |
| Is the activity scholarly and journalistic activities (e.g., oral histories, journalism, biography, literary criticism, legal research or historical scholarship), including the collection and use of information, that focus directly on the specific individuals about whom the information is collection (specific people, times, and places) rather than attempting to build knowledge and theories that can be generalized (applied to other people, times, places, situations)? |  |  |  |  |
| Does the activity involve secondary data sets with identifiable private information? |  |  |  |  |
| Is the data collected for administrative purposes with the intention of publication? |  |  |  |  |
| Does the activity involve the use of **publically available data** that contains sensitive, personal or other identifiable information? |  |  |  |  |
| Does the interview or survey focus on experiences, opinions, and sensitive information about people? |  |  |  |  |
| Will the research (included class related projects) be later published, lead to poster presentations, or presented at a conference or other venue? |  |  |  |  |
| Does the activity involve obtaining voluntary, prospective agreement from participants with whom you will be interacting? |  |  |  |  |
| Does the activity involve associating the participants’ identities with their information in any way (e.g., cell phone number, name, class, etc.)? |  |  |  |  |

**Project Summary.**  Briefly describe the proposed activity **in language that can be understood by a non-scientist**.  The abstract should summarize the objectives of the research and the procedures to be used, with an emphasis on what will happen to the participant: