Checklist for Proposals

The following checklist summarizes common questions the Institutional Review Board (IRB) Committee considers when reviewing a research protocol. This list is not exhaustive; the Committee may request clarification or additional information if needed.

1. Has the researcher sufficiently explained how the subjects will be selected?
2. Who are the subjects of this study? Have the subjects been specifically identified? What are the specific characteristics of the subjects?
3. What is the sample size (n) for the study?
4. Are the step-by-step procedures of the study clearly outlined?
5. What are the potential risks and benefits to the subjects of this study?
6. How will the researcher eliminate or minimize risks to the subjects?
7. What steps will the researcher take to ensure confidentiality of the data collected?
8. How will the data be collected and stored? For how long will the data be maintained?
9. Who will have access to the data? What happens to the data when it is no longer needed?
10. What steps will the researcher take to maintain anonymity or confidentiality of the subjects?
11. If applicable, is the informed consent form clear, easy to read, age-appropriate, and free from grammatical and punctuation errors?
12. If both consent and assent forms are required, are they clear, easy to read, age-appropriate, and free from grammatical and punctuation errors?
13. Is the research instrument (e.g., survey, interview questions, etc.) included?
14. If applicable, does the letter of support indicate that the agency is aware of the research protocol as developed?
15. Is the protocol listed under the appropriate level of review?

For questions about IRB submission requirements, please contact the Office of Graduate Studies and Research. Ensure all application materials—including consent forms, surveys, and supporting documentation—are complete prior to submission.