

BATES COLLEGE
Institutional Review Board
Checklist

Submitted by: _____ Date: _____
Researcher name

Items to be included with IRB application. Include completed checklist with your submission.

- Cover sheet (Title of the project, researcher's email address, advisor's name, and advisor's email address, if applicable.)
- Summary of nature and intent of the project (the full proposal is not required).
- Detailed description of the procedural section of the research proposal (this is the section that details the interaction you will have with research participants).
- A reasonably complete sample of the test items (for example, the survey instrument used to collect data; script of interview questions), or
 - Not applicable as research involves no test items.

Description of the procedure for ensuring the following for research participants:

- Anonymity (the researcher will not ever be able to link names to the data), or
- Confidentiality (the researcher will be able to link names to the data but will keep that information private), or
- Neither anonymity nor confidentiality

For online surveys only, indicate how your data are stored:

- Data are emailed to researcher
- Data are stored online
- A combination of the above (Please specify in your procedural section)
- Consent form and script for obtaining informed consent.
- Script for debriefing research participants.
- Letter of permission from other institution(s) involved in the research, or
 - Not applicable as no other institutions are involved.
- Copy of certificate from NIH training for student and faculty researchers (training is available here: <http://phrp.nihtraining.com/users/login.php>).
 - Check here if certificate has already been submitted to the IRB for either faculty or student researcher. Indicate person for whom certificate has been submitted _____

If you have questions, please review the IRB website (<http://abacus.bates.edu/irb>). You may also contact the Chair of the IRB for more information.