

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, Indication of how data are stored:

- Online survey data emailed to researcher
- Online data repository (e.g., Open Science Framework)
- Physical location (e.g., office, laboratory)
- Other (please specify) _____
- Consent form and script for obtaining informed consent.
- Text of final communication to research participants. This might be a formal debriefing (if deception was involved), information about resources available if sensitive topics were discussed, educational information about the manipulations employed, reminders about researchers' contact information, or a statement thanking participants.
- Copy of recruitment materials, if applicable (e.g. emails recruiting participants and/or the description of the study in online participant pool sign-up systems).
- Letter of permission from other institution(s) involved in the research, or
 - Not applicable as no other institutions are involved.
- Copy of certificate from CITI training for student and faculty researchers (training is available here: <https://www.citiprogram.org/index.cfm?pageID=14®ion=1>).
 - 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 (<https://www.bates.edu/institutional-review-board/>). You may also contact the Chair of the IRB for more information.