

# HSRB Initial Review Checklist

Project ID #BLANK

Please address all checked items

## Consent form

- Please print the consent form on BGSU letterhead.
- You have confused "Anonymous" and "Confidential." Please change to the appropriate word.
- Explain to participants how confidentiality will be protected.
- Please remove the statements about accidental injury and unforeseen risk.
- Add a statement indicating that participation in this project is voluntary.
- Tell participants that deciding to participate or not will not impact grades/class standing/relationship to the institution.
- Add a statement informing participants that they are free to withdraw at any time.
- Please spell out all the acronyms.
- Please add a statement detailing the purpose of this project.
- Please add a statement explaining the potential benefits of this project.
- Please add a statement explaining the anticipated risks of participation.
- Children participating in this study also need to give assent. Tell the HSRB how you will seek this assent.
- Tell participants they may contact the Chair, HSRB at 372-7716, hsrb@bgsu.edu, with questions about participant rights.
- Provide contact information for the P.I. and project advisor regarding questions about the study.
- Change all "I/you understand" phrases to "I/you have been informed" or words to that effect.
- Tell participants to clear browser cache and page history.

## Subjects

- Please tell the Board approximately how many subjects will be recruited for this project.
- Please tell the Board how the subjects will be recruited.
- Submit a copy of the recruiting letter or script that will be used.
- Please tell the Board how you will limit participation to those who are at least 18 years old.

## Data Collection

- Add a statement indicating that completion of the survey constitutes consent to participate.
- Please inform participants how much time participation in the research (e.g., survey, interview, focus group) will require.
- Submit a list of questions for the interview.

## External Approval

- Please document IRB approval from other participating institution(s):
- Please document approval from participating agencies, school districts, etc.:

\*\*\*\* Other Conditions in Addition to any Items Checked Above \*\*\*\*