

Pre-Review IRB Checklist Form

1. Please see the Submission Guidance page (<http://www.bu.edu/irb/guidance-and-faqs/submission-guidance/difference-between-exempt-expedited-and-full-board/>) to determine which IRB application (exempt, expedited, or full board review) is appropriate for your study. You may then download the appropriate IRB proposal application from the Institutional Review Board site (<http://www.bu.edu/orc/forms/human-subjects/>).
2. All documents need to include the PI's name (Last Name, First Name) followed by a brief descriptor of the document (e.g. application, informed consent) and the date of submission (e.g. 2.12.12). Revisions should be labeled accordingly (e.g. Revision 1, Revision 2).
3. All documents should be in Word format to allow for 'Track Changes'. The exceptions to this are any certificates, surveys, interview questions, and the signature page of the proposal application. These should be in PDF format.
4. The PI's name and contact information should be listed on both the informed consent and debriefing forms. PIs who are students must state this fact explicitly in all consent forms, and indicate under what faculty member's supervision they are working. Student PIs also must list their faculty supervisor as study staff.
5. If data is being collected anonymously, say so. You will still need to indicate how the anonymous data will be stored. Be aware that anonymous data contains no identifiers OR codes that link to subject identity.

Additional Guidelines for Recruitment from the PS101 Subject Pool

1. Nobody below the level of a senior honors in psychology work (HP) student can have access to the 101 pool.
2. All proposals that plan to recruit PS101 students from Sona must include an educational and informative debriefing form to give to the PS101 students, even if there is no planned deception in the study.
3. The debriefing form and informed consent form should indicate that if the student has any question about the PS101 research requirement, he or she should contact Dr. Joanne Hebden Palfai, Department of Psychological & Brain Sciences, Director of Academic Affairs and Undergraduate Studies, at (617) 353-2064 or at jpalfai@bu.edu.
4. All proposals that include a plan to recruit PS101 students from Sona must include a copy of the ad that will be placed on the Sona system website.
5. Credits assigned are as follows: ½ hour participation = .5 credit, 1 hour participation = 1 credit, 2 hours = 2 credits, etc. **Researchers are not permitted to assign 1 full credit for a half hour of participation.**

6. Indicate in the informed consent form that if students do not wish to participate in this study, there are other studies in which they can participate. They can also contact their instructor to learn more about an alternative way to fulfill the experimental participation requirement. Please provide the following information in the body of your initial email to Katie O'Shea (kaoshea@bu.edu) and to Dr. Joanne Hebden Palfai (jpalfai@bu.edu), Director of Academic Affairs and Undergraduate Studies:

- Title of Study
- PI
- Faculty Supervisor (if applicable)
- Type of Submission.
- Indicate if the study plans to recruit using the SONA system

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Attach only documents that apply to your particular study. Failure to provide all documents can result in a delay in processing your application. For more information about specific IRB application materials, visit www.bu.edu/irb

Consent Forms (check all that apply)

- Adult consent
- Parental consent (for child)
- Child assent 7-11 year old
- Child assent 12-17 year old
- Screening consent
- Other (specify) _____

Recruitment materials (Check all that apply)

- Brochure
- Flyers/ handouts
- Radio ads
- Internet posting
- Email text
- Recruitment letters
- Screening forms
- Other (specify) _____

Dissertation and Honors in Psychology materials (Check all that apply)

(Please indicate in your IRB application if study is related to dissertation work or Honors in Psychology project)

- Copy of dissertation prospectus
- Copy of completed Honors in Psychology application

Sona materials (Check all that apply)

- Educational and informative debriefing form for students post-participation
- Informed consent specific to SONA recruitment
- Sona recruitment posting, which includes the following:
 - Study name
 - A detailed description of the study.
 - Any unique eligibility requirements.
 - Estimated duration in minutes.
 - Number of credits offered.
 - A list of researchers who will be allowed to edit the study or modify time slots.

Other Attachments (Check all that apply)

- Grant (federally funded)
- Sponsor's protocol (industry/foundation)
- Detailed protocol (unfunded)
- Human subjects training certificates for all investigators listed in Section A (unless posted on IRB website)
- PSD (Conflict of interest disclosures) for all investigators unless submitted to Office of Sponsored Programs (OSP)
- All surveys, questionnaires, data collection forms and other instruments that will be used in the study.
- All consent and assent forms
- Recruitment materials
- HIPAA forms
- Letters of permission – If the study is being conducted at a site that is not part of the PI's department it may be necessary to provide the IRB with a letter of permission from the person in charge of the site indicating that it is permissible to conduct research at that site. If the study is going to take place at an external site (i.e. school system, church, clinic, etc. proof of permission to conduct research at that site will be required).