

A Checklist for Some IRB Application Issues You need to Address in the Proposal

Issue	Has the issue been addressed satisfactorily?	Include in the proposal
1. Minors or other vulnerable subjects	Will minors (under 18) be involved? Will subjects in vulnerable populations be recruited?	Age of all subjects Details of recruitment procedures
2. Pressure or coercion	Is participation voluntary? Have investigators crossed the line between "encouragement" and "pressure?"	How are subjects recruited to participate? How are subjects rewarded for participating?
3. Concealment or deception	Are subjects aware of what the research includes when they agree to participate?	Recruitment materials Consent form
4. Sensitive topics	Is any "private" behavior being observed? Are there any embarrassing survey items? Are there any embarrassing interview or focus group topics?	What will be observed? How will observations be made? Survey items Interview/focus group topics
5. Physically invasive procedures	Will any physically invasive procedures be involved?	What will be done to the subjects? How will data be collected?
6. Confidentiality	Will subjects' data be treated confidentially?	What information (data) will be recorded? How will the data be stored?
7. Risk	Will subjects be exposed to more than minimal risk? Does the benefit justify the risk?	What will be done to the subject? What will the subjects be doing? What data will be collected? What will be done with the data?