**Institutional Review Board**

**Checklist for Department Representatives**

Department representatives are an important part of the research review process on campus. This checklist is designed to assist in the review of each proposal. Of course, if you ever have questions, you are encouraged to contact Gina Game, IRB Coordinator ([gameg@buffalostate.edu](mailto:gameg@buffalostate.edu)), or Jill Norvilitis, IRB Chair ([norviljm@buffalostate.edu](mailto:norviljm@buffalostate.edu)).

**Please review the following documents prior to completing the checklist. Check all documents received. Do not review protocols until you have received all appropriate documentation. All documents should be attached to the final report at the end of the semester.**

**\_\_\_\_** Abstract describing the study. The abstract should include a brief description of the research question, the population being studied, how consent will be obtained, and the procedures.

\_\_\_\_\_ All relevant questionnaires, surveys, interview questions, etc.

\_\_\_\_\_ Consent statement (Exempt research does not require written informed consent, but participants, including parents if participants are children, must receive a consent statement. Consent must include purpose, risks, confidentiality, voluntariness, and contact information.) Templates for consent may be found here: <https://sponsoredprograms.buffalostate.edu/suny-rf-pacs-irb-module>

\_\_\_\_\_ Letter of permission from the school, agency, business, etc. if the study is taking place off-campus

\_\_\_\_\_ Ethics training certificate. For most, this will be a certificate from CITI.

**Into what category does this research fall?**

\_\_\_\_\_ Group laboratory assignments replicating well-established phenomena in those aged 18 and over

\_\_\_\_\_ Projects completed in a k-12 setting examining established teaching methods, so long as the sole outcome measure is student achievement

\_\_\_\_\_ Focus group projects on innocuous topics that are designed to teach and reinforce methodology in those aged 18 and over

\_\_\_\_\_ Surveys or interviews of adults over the age of 18 on innocuous topics

\_\_\_\_\_ Other (All other must be submitted through SUNY PACS for review. This includes research with adults on

sensitive topics, such as drug use or illegal activities, even if anonymous.)

**What is the nature of the research?**

\_\_\_\_\_ Class project

\_\_\_\_\_ Laboratory project

\_\_\_\_\_ Independent study or honors thesis (**Must be submitted through SUNY PACS for review**)

\_\_\_\_\_ Faculty research (**Must be submitted through SUNY PACS for review**)

**Will this research be disseminated beyond the Buffalo State campus?**

**\_\_\_\_\_** No (Presentation at SRCC and/or in department thesis records are acceptable.)

\_\_\_\_\_ Yes (**Must be submitted through SUNY PACS for review. This includes all conference presentations and publications.**)

***Please attach this checklist to the cover sheet and supporting documents and submit it to the IRB at the end of each semester.***