

BATES COLLEGE
Institutional Review Board
Checklist

Submitted by: _____ Date: _____
Researcher name

Items to be included with IRB application. Include this checklist with your submission.

- Cover sheet (Title of the project, researcher's email address, telephone number and mailbox. Student proposals should also include an advisor's name, advisor's phone numbers, and advisor's signature.)
- 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 subjects).
- 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 anonymity or confidentiality of research subjects. (Note: anonymity and confidentiality are not the same thing.)
- Consent form and script for obtaining informed consent.
- Script for debriefing research subjects.
- Letter of permission from other institution(s) involved in the research, or
 - Not applicable as no other institutions are involved.

Your research must be IRB approved if (1) the research involves participants who are minors (except Bates students), or (2) the research procedure poses any mental or physical risk to the participant, or (3) the anonymity/confidentiality of the participants cannot be guaranteed, or (4) deception is a part of the research design.

You do not need IRB approval if (1) The risks involved are no more strenuous than a person normally experiences in a typical day, or (2) the research is used to evaluate educational practices and participants cannot be individually identified, or (3) is a general survey or interview where participants cannot be individually identified, or (4) is observation of public behavior where participants cannot be individually identified, or (5) involves only the collection or study of documents or data that are publicly available (e.g., court documents).

If you have questions, please review the IRB website (<http://abacus.bates.edu/acad/depts/psychology/irb>). You may also contact Amy Bradfield Douglass or Todd Kahan, Co-Chairs of the IRB, at adouglas@bates.edu or tkahan@bates.edu.