

NWU INSTITUTIONAL REVIEW BOARD -REVIEWER RUBRIC

Prescreening of application: This first section of the rubric is to ensure that the application is complete. If the application is complete, then proceed to the next section of the rubric. If it is not complete, then the application is not ready for review. Please return the application to the NWU-IRB Chair so that it may be returned to the applicants for completion

YES

NO

COMMENTS

Human Subjects Research?

Is this research involving Human Subjects (by the federal definition)?

Is the Application Complete?

Has the applicant included all the materials needed for a complete application:

- Signed Copy of the Faculty Sponsor Check List
- Signatures of PI, Co-Investigator(s), and Faculty Sponsor on the application
- NIH or CITI certification for PI and Co-investigators
- Site permission letter(s) (if appropriate)
- Invitation to participate in research
- Appropriate informed consent/assent forms
- Data collection instrument(s)
- Any other attachments relevant to the application

Basic Information:

Does the application contain complete information about:

- Appropriate Review Category
- Project Title
- Estimated start and completion dates for data collection
- Estimated end date of research project
- Investigator(s) contact information
- List of sources for research project

IRB Review Checklist: If the application is complete, please continue to review the application.

Rationale:

- Has the applicant provided an academic rationale for the study and included an academic reference list?

Sample Selection & Data Collection:

- Has the applicant clearly explained sample selection?
- Does the applicant clearly explain procedures for data collection?
- Does this description match the information provided in the data collection instrument(s)?

<p>Risks & Benefits:</p> <ul style="list-style-type: none"> • Are additional informed consent forms included if youth or other vulnerable populations are being included in the study? • Does this match the information provided in the recruitment materials? • Has the applicant clearly explained the risks and benefits to the HUMAN SUBJECTS involved in the study? • Have they stated how they will minimize the risks? • Have they showed a direct benefit for the research participant beyond helping the researcher? • Does this match the information provided in the Informed Consent form(s)? 			
<p>Informed Consent:</p> <p>Does the Informed Consent form contain the following information:</p> <ul style="list-style-type: none"> • An explanation of the project, • What the participant will be asked to do in the study • The risks and benefits of being in the study • How the data will be protected, including a statement about keeping records in a secure location for three years • A statement about the participant’s freedom to withdraw from study without negative consequences • Contact information for the researcher(s) • A signature line for participant and researcher (if appropriate) • Does the Informed Consent form contain the following statement? <p>“This research has been reviewed and approved by the Nebraska Wesleyan University Institutional Review Board (IRB). To ask questions about your rights as a research participant, you may contact the NWU-IRB Chair at irb@nebrwesleyan.edu”</p>			
<p>Final Decision:</p> <p>At completion of review, reviewer should make a decision about the status of the application. Possible decision categories are:</p> <ul style="list-style-type: none"> • Approved • Revise and Resubmit • Denied <p>Once the reviewer has made a decision, they should fill out the form below and submit to the NWU-IRB Chair, irb@nebrwesleyan.edu</p>			

NWU-IRB Application: Reviewer Recommendation and Notes

Category:

PI:

Faculty Sponsor:

Title of Project:

Review Date:

Reviewer:

Recommendation:

[If the application is approved with modifications that will be confirmed by the Faculty Sponsor, please include notes of what needs to be modified.]

[If the application is not approved as submitted, please include specific notes to the PI about if/how the proposal needs to be revised before being resubmitted.]