SHEPHERD UNIVERSITY

IRB EVALUATION CRITERIA WORKSHEET

Evaluation Criteria	Yes	No	N/A	Reviewer Comments
**indicates that criteria should be present on both the application and consent forms*				
*Proposal and all documents written in neutral (unbiased) language.	☐	☐	☐	
*Study title is included.	☐	☐	☐	
The aim of the study is precise.	☐	☐	☐	
*The purpose of the study is explained.	☐	☐	☐	
The proposal employs a sound research design.	☐	☐	☐	
*Inclusion and exclusion criteria are clear.	☐	☐	☐	
Provisions are in place for the protection of vulnerable populations.	☐	☐	☐	
If vulnerable populations are involved, within which category of risk/benefit (physical, psychological, social, legal and economic) does the protocol fall and are criteria adequately addressed?	☐	☐	☐	
*Recruitment methods are well defined and acceptable.	☐	☐	☐	
Recruitment materials are submitted and in accordance with the research.	☐	☐	☐	
*The risks and benefits to participants are well defined, and the risk/benefit ratio is acceptable.	☐	☐	☐	
*There clear evidence that participation is voluntary, without undue influence or coercion.	☐	☐	☐	
Are participants receiving compensation? If so, is it reasonable?	☐	☐	☐	
Are there adequate provisions to avoid out-of-pocket expenses by the research subject, or is there sufficient justification to allow participants to pay?	☐	☐	☐	
*The plan to maintain privacy and confidentiality is clearly described.	☐	☐	☐	
* Methods for data usage, storage, and disposal are well-defined and acceptable.	☐	☐	☐	

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Evaluation Criteria	Yes	No	N/A	Reviewer Comments
**indicates that criteria should be present on both the application and consent forms*				
If there is potential for harm to participants, then the Help for Mental Health Information is on the debriefing form.	☐	☐	☐	
* The length of the study is well-defined.	☐	☐	☐	
Is the process of informed consent well-defined?	☐	☐	☐	
Is the principal investigator (PI) requesting a waiver of signed consent and is the criteria for waiver of signed consent acceptable?	☐	☐	☐	
*The following statement is included, along with researcher and faculty sponsor contact information, as applicable: *ANY QUESTIONS REGARDING YOUR RIGHTS AS A RESEARCH PARTICIPANT MAY BE ADDRESSED TO THE SHEPHERD UNIVERSITY INSTITUTIONAL REVIEW BOARD (DR. HEIDI DOBISH, IRB CHAIR, 304.876.5435). ALL RESEARCH PROJECTS THAT ARE CARRIED OUT BY INVESTIGATORS AT SHEPHERD UNIVERSITY ARE GOVERNED BY THE REQUIREMENTS OF THE UNIVERSITY AND THE FEDERAL GOVERNMENT. IN CASE OF A RESEARCH-RELATED INJURY, CONTACT THE ABOVE PERSON AS SOON AS YOU ARE MEDICALLY ABLE.*	☐	☐	☐	
*Individuals are provided with accurate information in easy-to-understand language before consenting to participate in the study.	☐	☐	☐	
*Anticipated circumstances under which the participants' participation may be terminated are listed.	☐	☐	☐	
*A statement that significant new findings will be disclosed if applicable.	☐	☐	☐	
*If participation may include greater than minimal risk, a statement is included regarding compensation in the event of injury.	☐	☐	☐	
*Is Assent from children required, and is the method for obtaining assent appropriate?	☐	☐	☐	
*If consent form is longer than one page, pages are numbered.	☐	☐	☐	
*Does the informed consent/assent document include all essential elements?	☐	☐	☐	
Per the 2018 Common Rule update, expedited proposals do not require continued review unless under certain conditions. Should the continuing proposal be reviewed annually (Y), is it exempt from continuing review (N/A) or at another frequency (N and comments)?	☐	☐	☐	

Please highlight any proposal updates or changes when re-submitting your proposal.