NORTHLAND COLLEGE INSTITUTIONAL REVIEW BOARD

CLASS RESEARCH PROJECT EVALUATION FORM

Date of Review:
Faculty Reviewer:
Department:
Course Number and Name:
Student Researcher:
Project Title:

Faculty instructors should complete this form after reviewing the student's application and supporting materials. Complete the checklist and follow up with students as indicated. Check off your final determination and sign this form. Submit this form along with all application materials to the IRB for a confirmation of determination. If you have any questions, contact the IRB at irb@northland.edu.

GENERAL CRITERIA	YES	NO
1. Has the student completed an IRB application?		
2. Has the student completed training on the protection of human participants and submitted a certificate?		
3. Has the faculty reviewer completed training on the protection of human participants and submitted a certificate?		
4. Is the project funded? (If yes, list funding sources _____)		
5. Does the faculty instructor or student have a conflict of interest?		
6. Is the proposed study adequate to meet the stated purpose and answer the study question(s)?		
7. Are the research instruments appropriate?		
8. Does the research involve participants likely to be vulnerable to coercion or undue influence, such as: children, prisoners, pregnant women, persons with mental disabilities, or economically/educationally disadvantaged persons? (If "yes", the research plan should include additional safeguards to protect their rights and welfare).		
9. Is the project is complex, or does it involve unusual levels of risk?		
10. Does the study involve deception? (Research should not be approved if participants are not being informed of aspects they might consider material to a decision to participate. If non-deceptive alternatives are available the research study should not be approved. A debriefing plan is usually necessary unless it would place participants at risk.		
11. Will the researcher collect information on illegal activities or policy violations, participants' health or mental health, or other sensitive information (Please specify_____). Researchers and participants should be aware that without a federal certificate of confidentiality, their records may be subpoenaed.		
12. Is participation anonymous?		
13. Is the study being conducted in another institution that requires a separate IRB approval? If so, other IRB approvals must be submitted to the NCIRB.		
14. Will the results be presented outside of the classroom?		
15. Do you believe this study meets criteria for exempt status? (Criteria described in the NCIRB policies and procedures and in CFR Title 45 Part 46.101.b http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html#46.101). If so, indicate applicable criteria here: _____ _____		

RISKS AND BENEFITS	YES	NO
16. Does the study involve more than minimal risk? Minimal risk is defined as "the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests." Risks may include physical, psychological, legal, social, and economic risks.		
17. Are risks to subjects are minimized by using procedures which are consistent with sound research design and which do not unnecessarily expose subjects to risk?		
18. If applicable, are risks to subjects minimized, whenever appropriate, by using procedures already being performed the subjects for diagnostic or treatment purposes?		
19. Are risks to subjects reasonable in relation to both a) Anticipated benefits, if any, to subjects; and b) The importance of the knowledge that may reasonably be expected to result?		
20. Does the study involve more than minimal risk or study is a clinical trial (including medical or behavioral interventions)? If so, the research plan should make adequate provision for monitoring the data collected to ensure the safety of subjects through a Data and Safety Monitoring Plan or, for larger studies, a Data and Safety Monitoring Board.		

PARTICIPANT SELECTION AND RECRUITMENT	YES	NO
21. Participant selection is equitable and appropriate in relation to the purposes of the research and the setting in which the research will be conducted.		
22. The recruitment process and materials are appropriate and minimize the potential for undue influence or coercion.		
23. Compensation – Are the amount of payment or the proposed method and timing of disbursement coercive or present potential for undue influence?		

INFORMED CONSENT	YES	NO
24. Informed consent is sought from each prospective subject or the subject's legally authorized representative and appropriately documented in accordance with, and to the extent required by 45 CFR 46.116 and 45 CFR 46.117, OR there is a waiver/modification of consent or signed consent consistent with 45 CFR 46.116 and 45 CFR 46.117.		

CONFIDENTIALITY	YES	NO
25. Does the research plan makes adequate provisions to protect the privacy of subjects?		
26. Does the research plan make adequate provisions to maintain the confidentiality of data?		

Requires follow up
Requires modification for approval

Faculty Instructor, check on the appropriate determination:

☐ Approve (Keep a copy of this form, give a copy to the student, and submit a copy to the IRB)

☐ Disapprove (Give a copy to the student to inform necessary revisions)

☐ Refer to the IRB (Keep a copy of this form, give one copy to the student)

_____

Faculty Signature/ Date

Submit this form along with all application materials to the IRB for a **confirmation of determination**. If you have any questions contact the IRB t irb@northland.edu.