CRITERIA FOR IRB APPROVAL:
Reviewer Checklist

Primary Reviewer: _____ **IRB #:** _____ **PI:** _____
Title of Project: _____

Instructions: Review the criteria below which applies to the proposed research. IRB approval should only be issued if all criteria are met. Check the applicable box to document your determination, and sign and date on the line provided.

Reviewer Determination

☐ (1) Approved -- the research proposal meets all of the applicable criteria for approval listed below.

Informed Consent:

☐ The IRB agreed with the PI's written **informed consent document** and has recognized that the form includes the 8 required elements of informed consent (see attached guidance document "Skidmore Informed Consent Checklist").

The research proposal does ***not*** meet all of the applicable criteria for approval (*you may make requests, comments, and/or explanations in the space that follows, or circle the criterion not met*). Please also select:

☐ (2) Approval Pending Minor Revisions – non-substantive materials requested. Subsequent review by Primary Reviewer/Expedited Review.

☐ (3) Approval Deferred – substantive clarifications or modifications regarding the protocol or informed consent document(s) required.

☐ (4) Approval Deferred – substantive clarification or modification regarding the protocol or informed consent document(s) required. Subsequent review at convened meeting.

☐ (5) Disapproved - Determination made at a convened meeting.

Comments:

I am not aware of any *conflict of interest* that would prohibit me from reviewing and/or making a determination about the attached materials.

Reviewer Printed Name: _____

Reviewer Signature: _____ Date: _____

CRITERIA FOR IRB APPROVAL:
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Primary Reviewer: _____IRB Protocol #: _____PI: _____
Title of Project: _____

1. **Risks to subjects are reasonable in relation to anticipated benefits, if any, to subjects, and the importance of the knowledge that may reasonably be expected to result (achieved from research interventions).**

☐Yes ☐No

Risks to subjects are minimized by using procedures that are consistent with sound research design and which do not unnecessarily expose subjects to risk.

☐Yes ☐No

When possible, risks to subjects are minimized by using procedures already being performed on the participants for diagnostic or treatment purposes.

☐Yes ☐No

The research proposal addresses the likelihood of harm and magnitude of harm (encompassing potential physical, psychological, social, and/or economic risks to the participants).

☐Yes ☐No

The research is likely to achieve its proposed aims.

☐Yes ☐No

The importance of the knowledge expected to result is clear.

☐Yes ☐No

2. **Subject selection is equitable (in relation to:)**

Objectives of the research

☐Yes ☐No

The setting in which the research is to take place;

☐Yes ☐No

The special problems of research involving special populations;

☐Yes ☐No

Recruitment methods;

☐Yes ☐No

Inclusion/exclusion criteria.

☐Yes ☐No

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If N/A for any of #3 below, a request for waiver/alteration of the informed consent process must be completed by the PI and the criteria met.

3. **Adequate provisions are in place for seeking informed consent from each prospective participant or the prospective participant's legally authorized representative ("participant's LAR").**

☐Yes ☐No ☐N/A

The proposed consent process provides the participant/participant's LAR with sufficient opportunity to consider whether to participate.

☐Yes ☐No ☐N/A

The proposed consent process minimizes the possibility of coercion or undue influence.

☐Yes ☐No ☐N/A

The information to be relayed during the consent process is in a language understandable to the participant / participant's LAR.

☐Yes ☐No ☐N/A

The information being communicated during the consent process does not include exculpatory language through which the participant / participant's LAR waives or appears to waive any of the participant's legal rights.

☐Yes ☐No ☐N/A

The information being communicated during the consent process does not include exculpatory language through which the participant / participant's AR releases or appears to release the investigator, the sponsor, the institution, or its agents from liability for negligence.

☐Yes ☐No ☐N/A

4. **The provisions for documenting informed consent/assent are appropriate.**

☐Yes ☐No ☐N/A

If N/A, a request for waiver/alteration of documentation of informed consent must be completed by the PI and the criteria met.

5. **The research proposal describes adequate provisions for protecting the privacy of participants.**

☐Yes ☐No ☐N/A

6. **The research proposal describes adequate provisions for maintaining confidentiality of data.**

☐Yes ☐No ☐N/A

7. **The credentials and/or described qualifications of the research staff/investigators are representative of the appropriate expertise needed to perform their responsibilities in the study.**

☐Yes ☐No ☐N/A

8. **The research setting (e.g., location of research, facilities, etc.) supports adequate safeguards for protection of human subjects.**

☐Yes ☐No ☐N/A

9. **Additional safeguards have been included in the study to protect the rights and welfare of participants vulnerable to coercion or undue influence (e.g., children, prisoners, adults with impaired consent capacity, etc.)**

☐Yes ☐No ☐N/A

10. **For greater than minimal risk research, or NIH-funded / FDA regulated clinical investigations, adequate provisions are in place for monitoring the data collected to ensure safety of participants. Where applicable, the following may be considered in evaluating whether the data and safety monitoring is adequate.**

- *Is the proposed plan commensurate with the nature, size, and complexity of the research as well as the degree of risk involved?*
  ☐Yes ☐No ☐N/A
- *Does proposal include procedures for promptly detecting harm and mitigating potential injuries?*
  ☐Yes ☐No ☐N/A
- *What safety information will be collected? How will safety information be collected (e.g. at study visits, by monthly telephone calls, etc.)?*
  ☐Yes ☐No ☐N/A
- *What data will be monitored and who will monitor the data?*
  ☐Yes ☐No ☐N/A
- *What is the frequency of review or analysis of cumulative safety data to determine whether harm is occurring?*
  ☐Yes ☐No ☐N/A
- *Are there procedures for ensuring appropriate reporting of findings to the IRB?*
  ☐Yes ☐No ☐N/A
- *Are there any conditions or criteria that could trigger an immediate suspension/ termination of the research and if so are their procedures for reporting the suspension/ termination to the appropriate entities?*
  ☐Yes ☐No ☐N/A
- *Is establishment of an independent individual or data and safety monitoring board (DSMB) warranted? If so, is there a plan for providing DSMB reports, (routine and urgent), to the IRB?*
  ☐Yes ☐No ☐N/A

11. **If the proposal is a multicenter study in which Skidmore is the coordinating institution, the plans for communication among sites are adequate to protect the participant (e.g., consider communication of protocol modifications, data and safety monitoring reports, and unanticipated problems).**

☐Yes ☐No ☐N/A

12. **Proposed payment to participants and/or cost to participant for participation is appropriate.**

    ☐Yes ☐No ☐N/A

13. **Review and approval by other committees (Institutional Biosafety Committee, Radiation Safety Committee, etc.) has been conducted.**

    ☐Yes ☐No ☐N/A

14. **Approval from external institutions has been obtained from an authorized official.**

    ☐Yes ☐No ☐N/A

⚑ Denotes regulatory criteria

Informed Consent Checklist

Federally Required Elements of Informed Consent

DHHS 45 CFR 46

Yes	No	N/A	General Informed Consent Requirements:
			(1) Before involving a human subject in research covered by this policy, an investigator shall obtain the legally effective informed consent of the subject or the subject's legally authorized representative.
			(2) An investigator shall seek informed consent only under circumstances that provide the prospective subject or the legally authorized representative sufficient opportunity to discuss and consider whether or not to participate and that minimize the possibility of coercion or undue influence.
			(3) The information that is given to the subject or the legally authorized representative shall be in language understandable to the subject or the legally authorized representative.
			✶ (4) The prospective subject or the legally authorized representative must be provided with the information that a reasonable person would want to have in order to make an informed decision about whether to participate, and an opportunity to discuss that information.
			✶ (5) (i) Informed consent must begin with a concise and focused presentation of the key information that is most likely to assist a prospective subject or legally authorized representative in understanding the reasons why one might or might not want to participate in the research. This part of the informed consent must be organized and presented in a way that facilitates comprehension.
			✶ (ii) Informed consent as a whole must present information in sufficient detail relating to the research, and must be organized and presented in a way that does not merely provide lists of isolated facts, but rather facilitates the prospective subject's or legally authorized representative's understanding of the reasons why one might or might not want to participate.
			(6) No informed consent may include any exculpatory language through which the subject or the legally authorized representative is made to waive or appear to waive any of the subject's legal rights, or appears to release the investigator, the sponsor, the institution, or its agents from liability for negligence.

Yes	No	N/A	Basic elements of informed consent - unless the IRB has approved a waiver or alteration of informed consent, the following information must be provided to each subject or the legally authorized representative:
			(1) A statement that the study involves research, an explanation of the purposes of the research and the expected duration of the subject's participation, a description of the procedures to be followed, and identification of any procedures that are experimental;
			(2) A description of any reasonably foreseeable risks or discomforts to the subject;
			(3) A description of any benefits to the subject/others that may reasonably be expected from the research;
			(4) A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject;
			(5) A statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained;
			(6) For research involving more than minimal risk, an explanation as to whether any compensation and an explanation as to whether any medical treatments are available if injury occurs and, if so, what they consist of, or where further information may be obtained;
			(7) An explanation of whom to contact for answers to pertinent questions about the research and research subjects' rights, and whom to contact in the event of a research-related injury to the subject;

✶ = Effective as of January 21, 2019 as part of the Revised Common Rule

Consent \ Assent Checklist

Federally Required Elements of Informed Consent

DHHS 45 CFR 46

Yes	No	N/A	**Basic elements of informed consent - unless the IRB has approved a waiver or alteration of informed consent, the following information must be provided to each subject or the legally authorized representative:**
			(8) A statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled; and
			✶(9) One of the following statements about any research that involves the collection of identifiable private information or identifiable biospecimens: (i) A statement that identifiers might be removed from the identifiable private information or identifiable biospecimens and that, after such removal, the information or biospecimens could be used for future research studies or distributed to another investigator for future research studies without additional informed consent from the subject or the legally authorized representative, if this might be a possibility; **or** (ii) A statement that the subject's information or biospecimens collected as part of the research, even if identifiers are removed, will not be used or distributed for future research studies.

Yes	No	N/A	**Additional elements of informed consent - the following elements of information, when appropriate, must also be provided to each subject or the legally authorized representative** (if applicable)**:**
			(1) A statement that the particular treatment or procedure may involve risks to the subject (or to the embryo or fetus, if the subject is or may become pregnant) that are currently unforeseeable;
			(2) Anticipated circumstances under which the subject's participation may be terminated by the investigator without regard to the subject's or the legally authorized representative's consent;
			(3) Any additional costs to the subject that may result from participation in the research;
			(4) The consequences of a subject's decision to withdraw from the research and procedures for orderly termination of participation by the subject;
			(5) A statement that significant new findings developed during the course of the research that may relate to the subject's willingness to continue participation will be provided to the subject;
			(6) The approximate number of subjects involved in the study;
			✶ (7) A statement that the subject's biospecimens (even if identifiers are removed) may be used for commercial profit and whether the subject will or will not share in this commercial profit;
			✶ (8) A statement regarding whether clinically relevant research results, including individual research results, will be disclosed to subjects, and if so, under what conditions; and
			✶ (9) For research involving biospecimens, whether the research will (if known) or might include whole genome sequencing (i.e., sequencing of a human germline or somatic specimen with the intent to generate the genome or exome sequence of that specimen).

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