

Checklist for Human Subjects Review Board (HSRB) submission Hendrix College

You should be able to check yes to each of the following items before submitting your HSRB proposal to minimize the need for additional information from the HSRB. **If your application is not complete, it will be returned to you to complete and re-submit.**

NOTE: HSRB forms must be turned in BEFORE beginning any research project

	YES
Have you read through the Hendrix College HSRB Policies and Procedures?	
Has your instructor or faculty supervisor reviewed and signed the proposal? (NOTE: you need the signature of all listed faculty members)	
Are all relevant details included (e.g., how long will it take for participants to complete the study, how many interviews or participants will you try to get, how will you store data, etc.) in your proposal?	
Have you included every form, questionnaire, and material that your research subjects will see or hear?	
Have you clearly explained step-by-step what participants will do, so that the reviewers have a clear picture of what the research entails?	
Have you included the text of every scripted interaction with participants (e.g., the script for recruiting students in person or in writing, introductory comments, debriefing, etc.)?	
Have you provided written informed consent documentation (or requested and justified a waiver of informed consent or informed consent documentation in your proposal)? Does it include all required information? Is it written using lay language that the average person could understand?	
Have you fully explained the justification for any procedure that might put participants at risk?	
Have you provided detailed information about safeguarding any sensitive information? Have you discussed how you will maintain confidentiality?	
If necessary, have you provided information about debriefing participants after the study?	
Have you printed and attached the certificates of completion for the CITI online research training? (Note: this includes the Social & Behavioral Research – Basic/Refresher Course and the Social and Behavioral Responsible Conduct of Research Course.)	