Prince Sultan University

PSU Institutional Review Board

**IRB Members Review Checklist for New Research Projects**

|  |  |
| --- | --- |
| **IRB Application Number** |  |
| **PI Name** |  |
| **Title of Proposal** |  |
| **IRB Member Name & Signature** |  |
| **Date** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Statements** | **Yes** | **No** | **Comments** |
|  | **The research project applicant\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |
|  | Has submitted his/her IRB Application for IRB Review from his/her PSU official email account to ([irb@psu.edu.sa](about:blank)). |  |  |  |
|  | Has filled in all the required elements in the application, and the form is typed and submitted electronically (with signature) to the PSU Institutional Review Board ([irb@psu.edu.sa](about:blank)). |  |  |  |
|  | Has attached copies of informed consent forms that will be used for obtaining participants’ consent for collecting data for research purposes. |  |  |  |
|  | Has attached copies of all instruments that will be used for research purposes. |  |  |  |
|  | Has clearly identified the research project timeline. |  |  |  |
|  | Has clearly identified the research project data collection timeline. |  |  |  |
|  | Has thoroughly explained the purpose of the research project. |  |  |  |
|  | Has stated the research project question(s) or hypotheses. |  |  |  |
|  | Has explained how the research project results will be used or disseminated to others. |  |  |  |
|  | Has clearly explained research project data collection methods. |  |  |  |
|  | Has clearly explained research project participants’ recruitment methods. |  |  |  |
|  | Has clearly mentioned the research project setting. |  |  |  |
|  | Has clearly explained how he/she will protect participants’ privacy during recruitment. |  |  |  |
|  | Has mentioned the range of participants’ expected number. |  |  |  |
|  | Has mentioned the range of participants’ target age. |  |  |  |
|  | Has mentioned all possible risks associated with his/her study procedures. |  |  |  |
|  | Has explained what steps he/she will take to minimize the risks of harm and to protect participants’ confidentiality, and rights. |  |  |  |
| **General Comments and recommendations:** | | | | |