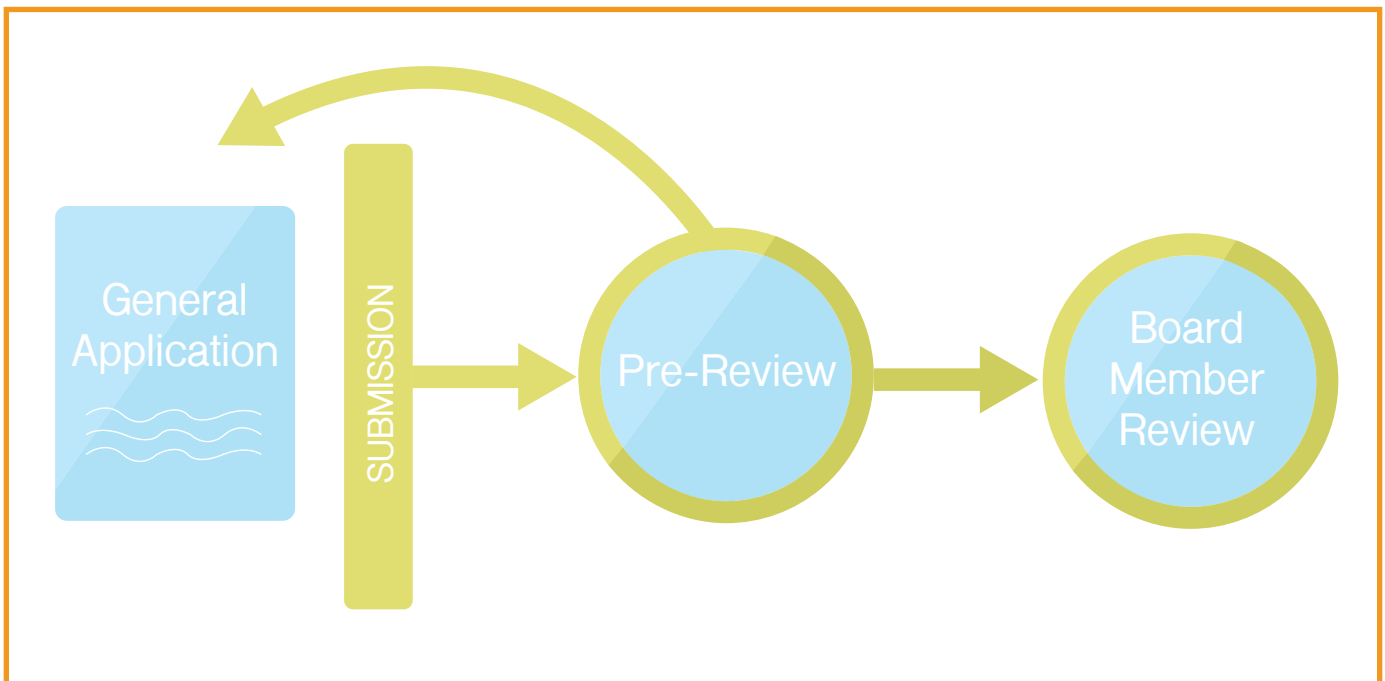


Pre-Review Rubric

When your General application is first submitted through Protis, the IRB Staff Assistant conducts a pre-review to check for completeness. If the application is incomplete, it will be returned to you for revision prior to review. On the next page of this document, you will find the rubric used during this stage of the process.

Please refer to the rubric as you fill out your application to secure a faster review time.



Return to PI if 1 or more are checked.

Return to PI if 3 or more are checked.

● **Basic Project Information**

- The PI does not have current CITI training
- A student researcher is listed as the PI.

● **Students, Dates & Funding**

● **Scientific Validity**

● **Project Details**

● **Participant Population**

- A participant population is missing. Be sure to identify all the groups participating and to respond to protocol prompts for each group. For example, if you are collecting data from children and teachers, you should address privacy for both.

● **Vulnerability of Participants**

- Participants include vulnerable populations, but none are marked in the vulnerability tab.

● **Informed Consent**

- The PI used an outdated template to develop the informed consent documents. The newest version of the template is on the website and is linked within the protocol.
- A consent form is missing for a population involved in the research.
- A HIPAA Authorization Form is missing. (For research involving the collection of private health information protected by HIPAA)

● **Procedures**

- A majority of the data collection instruments are missing.

● **Risks & Benefits**

● **Privacy and Confidentiality**

- Participants will be identifiable to the researchers (whether by in-person interaction or through collected personal information), but the researcher selected that participants are not identifiable.

● **Reporting, Health, COI, Assurance, & Submit tabs**

- Members of the research staff don't have current CITI certification.

- (For student projects) The signed committee cover page hasn't been uploaded

- (For student projects) The faculty advisor hasn't completed and uploaded the SVRC.

- There are inconsistencies between the research proposal and the information in the protocol.

- How researchers will invite individuals to participate is unclear.

- Recruitment materials (verbal scripts, email invitations, flyers, SONA post language, etc.) are missing.

- Applicable vulnerabilities haven't been checked.

- A step-by-step description of study procedures isn't included.

- Some measures/data collection sheets are missing.

- Risks and benefits are inconsistent with the information in the Informed Consent document(s).

- Researchers have incorrectly distinguished between confidentiality and privacy.

- The information and time lines in the Privacy and Confidentiality tab are inconsistent with information in the Informed Consent document(s).