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.
The PI does not have current CITI training.

A student researcher is listed as the PI.

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.

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

The PI used an outdated template to develop the informed consent documents.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)

A majority of the data collection instruments are missing.

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).