

The University of Montana
INSTITUTIONAL REVIEW BOARD (IRB)
CHECKLIST

Submit one completed copy of this Checklist, including any required attachments, for each course involving human subjects. The IRB meets monthly to evaluate proposals, and approval is granted for one academic year. See *IRB Guidelines and Procedures* for details.

Project Director: _____ Dept.: _____ Phone: _____

Signature _____ Date: _____

Co-Director(s): _____ Dept.: _____ Phone: _____

Project Title: _____

Project Description:
(in nontechnical language) _____

Please provide the dates requested below:

Date Submitted to IRB	Project Start Date	Ending Date
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Students Only:

Faculty Supervisor: _____ Dept.: _____ Phone: _____

Signature: _____

(My signature confirms that I have read the IRB Checklist and attachments and agree that it accurately represents the planned research and that I will supervise this research project.)

For IRB Use Only

IRB Determination:

___ Exempt from Review

___ Approved by Administrative Review

___ Full IRB Determination:

- ___ Approved
- ___ Conditional Approval (see attached memo)
- ___ Resubmit Proposal (see attached memo)
- ___ Disapproved (see attached memo)

Signature/IRB Chair: _____ Date: _____

Project Information

1. In your opinion, does this project meet the requirements for *Research Exempt from Review* as outlined in Section B of the IRB Guidelines and Procedures?

- Yes (Complete information below and attach questionnaire/instrument)
 No (Complete information below and attach IRB Summary, eleven items)

2. Human Subjects. *Describe briefly:* _____

Are any of the following included? *Check all that apply.*

Minors (under age 18) If YES, specify age range(s): _____

Members of physically, psychologically or socially vulnerable population?

3. How are subjects selected/recruited? *Explain briefly:* _____

4. Identification of subjects in data.

Anonymous, no identification Identified by name and/or address or other

5. Subject matter or kind(s) of information to be compiled from/about subjects.

Describe briefly: _____

Is information on any of the following included? *Check all that apply.*

Sexual behavior

Illegal conduct

Alcohol use/abuse

Drug use/abuse

Information about the subject that, if it became known outside the research, could reasonably place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability.

6. Means of obtaining the information. *Check all that apply.*

Field/Laboratory observation

Mail survey (Attach questionnaire/instrument)

Tissue/Blood sampling

On-site survey (Attach questionnaire/instrument)

Measurement of motions/actions

Examine public documents, records, data, etc.

In-person interviews/survey (Attach questionnaire/instrument)

Examine private documents, records, data, etc.

Telephone interviews/survey (Attach questionnaire/instrument)

Use of standard educational tests, etc.

Other means (specify): _____

7. Is a written consent form being used: Yes (*attach copy*) No

8. Will subject(s) receive an explanation of the research before and/or after the project?

Yes (*attach copy*) No

9. Is this part of your thesis or dissertation? Yes No

If YES, date you successfully presented your proposal to your committee: _____