RAMAPO COLLEGE OF NEW JERSEY

STUDY REVIEW CHECKLIST

(This optional form is NOT required; it is offered as a basic guide.)

Study Name:_____

- ☐ Risks to subjects are minimized.
- ☐ Risks to subjects are reasonable in relation to anticipated benefits, if any, to subjects, and the importance of the knowledge that may reasonably be expected to result.
- ☐ Selection of subjects is equitable.
- ☐ Consent document: Is the consent form clear in describing the essential elements?
  - ☐ A clear explanation of the purpose of the in language appropriate for the subject group (with all procedures, including experimental procedures specifically identified)
  - ☐ A description of what participants will be asked to do, including expected duration
  - ☐ Names and appropriate contact information of researchers who are conducting the research
  - ☐ A description of expected risks or discomforts for participants
  - ☐ A description of expected benefits both to participants and society from the research
  - ☐ A disclosure of alternative procedures available
  - ☐ Description of compensation offered, if any
  - ☐ Who to contact to answer any questions raised by a subject regarding procedure, concerns, complaints, etc.

- [ ] A statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the participant is otherwise entitled.
- [ ] A statement regarding the freedom to withdraw/discontinue participation at any time without loss of benefits which the subject is otherwise due (especially when the subjects are students enrolled in a class)
- [ ] A description of whether data will be collected anonymously, if applicable
- [ ] A description of how subjects' confidentiality will be maintained
- [ ] A statement that any concerns regarding the rights of the research subject or in the event of a research-related injury to the participant should be directed to the Ramapo College IRB at irb@ramapo.edu. (In cases where consent forms are not required, subjects can be provided this information at the conclusion of the study session verbally or in writing.)
- [ ] A statement of consent indicating that the participant is at least 18 years old, that they have read the consent form, have had a chance to ask questions and have their questions answered, and consent to participate. (Adjust for child studies where parents would give consent and children provide assent.)
- [ ] Include spaces for signature and date. Anonymous or online consent forms could include a checkbox along with the statement of consent or typing in name and date below the statement.
- [ ] If requesting consent for recording, a separate opportunity to consent or not to recording.
- [ ] If requesting consent to identify the participant in publications, a separate opportunity to consent or not to identification in publications.
- [ ] A statement indicating that the participant may keep a copy of the informed consent form (and how)

- [ ] Consent process: Is the process for obtaining consent adequately described and appropriate?
- [ ] It is clear from the consent process and setup that participation is voluntary and participants can opt out at any time.
- [ ] The research plan makes adequate provision for monitoring the data or procedures to ensure the safety of subjects.

☐ There are adequate provisions to protect the privacy of subjects and to maintain the confidentiality and security of data.

☐ When some or all of the subjects are likely to be vulnerable to coercion or undue influence, such as children, prisoners, individuals with impaired decision-making capacity, or economically disadvantaged persons, additional safeguards have been included in the study to protect the rights and welfare of these subjects.

Review outcome, check one (this form does NOT need to be submitted, please email IRB@ramapo.edu within two weeks of receipt with the outcome of your review):

☐ I have no ethical concerns and approve this study.

☐ Feedback/suggestions for the PI (anonymously shared).

☐ I have questions/concerns to share with the chair (and possibly anonymously with the PI).