

# **Instructions/Checklist for IRB Pre-Review & Rules for Recruiting from the PS101 Subject Pool**

## **Instructions**

1. All documents need to include the PI's name (Last Name, First Name) followed by a brief descriptor of the document (e.g. application, informed consent) and the date of submission (e.g. 2.12.12). Revisions should be labeled accordingly (e.g. Revision 1, Revision 2).
2. All documents should be in Word format to allow for 'Track Changes'. The exceptions to this are any certificates, surveys, interview questions, and the signature page of the proposal application. These should be in PDF format.
3. Please be sure to visit the Institutional Review Board site (<http://www.bu.edu/researchsupport/compliance/human-subjects/>) and use their materials for guidance. Use the templates for consent and assent forms that they provide, adapting them where necessary to the specifics of your study (please see <http://www.bu.edu/researchsupport/compliance/human-subjects/submitting-an-irb-protocol/>). The materials on the IRB site, including the application forms, are frequently updated, so do not assume that the forms you or your faculty advisor downloaded months or even weeks ago are the most up-to-date forms. Go to the site and upload the newest materials.
4. The PI's name and contact information should be listed on both the informed consent and debriefing forms. PIs who are students must state this fact explicitly at the beginning of all consent forms and must list the name of their faculty supervisor. Student PIs must also include the name of their faculty supervisor in their list of study staff.
5. Please indicate are data is being collected anonymously and, if so, also indicate how the anonymous data will be stored. Be aware that anonymous data contains no identifiers OR codes that link to subject identity. If the data are not being collected anonymously, describe how you will protect the privacy of your participants.
6. If you are administering a survey online and asking potential participants to check a box indicating that they have read a consent form or description of the study, you must fill out the section of the proposal that says "Waiver of written documentation of informed consent."

Please provide the following information in the body of your initial email to Katie O'Shea ([kaoshea@bu.edu](mailto:kaoshea@bu.edu)) and to Dr. Joanne Hebden Palfai ([jpalfai@bu.edu](mailto:jpalfai@bu.edu)), Director of Academic Affairs and Undergraduate Studies:

- Title of Study
- PI
- Faculty Supervisor (if applicable)
- Type of Submission.
- Indicate if the study plans to recruit using the SONA system

## **Pre-Review Checklist**

Attach only documents that apply to your particular study. Failure to provide all documents can result in a delay in processing your application. For more information about specific IRB application materials, visit <http://www.bu.edu/researchsupport/compliance/human-subjects/>.

### **Consent Forms** (check all that apply)

- Adult consent
- Parental consent (for child)
- Child assent 7-11 year old
- Child assent 12-17 year old
- Screening consent
- Other (specify) \_\_\_\_\_

Note: If your consent form is being signed by an individual on behalf of another, please indicate the actual study participant in the consent form. For example, if the purpose of the consent form is to get parental consent for a child's participation in a study, you can substitute "your child" for "you" throughout the consent form.

### **Recruitment materials** (Check all that apply)

- Brochure
- Flyers/ handouts
- Radio ads
- Internet posting
- Email text
- Recruitment letters
- Screening forms
- Other (specify) \_\_\_\_\_

### **Dissertation and Honors in Psychology materials** (Check all that apply)

*(Please indicate in your IRB application if study is related to dissertation work or Honors in Psychology project)*

- Copy of dissertation prospectus
- Copy of completed Honors in Psychology application

**Sona materials** (Check all that apply)

- Sona recruitment posting
- Educational and informative debriefing form for students post-participation,
- Informed consent specific to SONA recruitment

Note: If you are recruiting both a PS101 sample and one or more other samples, include separate informed consent forms for each, tailoring the forms to the particular sample.

**Other Attachments** (Check all that apply)

- Grant (federally funded)
- Sponsor's protocol (industry/foundation)
- Detailed protocol (unfunded)
- Human subjects training certificates for all investigators listed in Section A (unless posted on IRB website)
- PSD (Conflict of interest disclosures) for all investigators unless submitted to Office of Sponsored Programs (OSP)
- All surveys, questionnaires, data collection forms and other instruments that will be used in the study.
- All consent and assent forms
- Recruitment materials
- HIPAA forms
- Letters of permission – If the study is being conducted at a site that is not part of the PI's department it may be necessary to provide the IRB with a letter of permission from the person in charge of the site indicating that it is permissible to conduct research at that site. If the study is going to take place at an external site (i.e. school system, church, clinic, etc. proof of permission to conduct research at that site will be required).

## Rules for Recruitment from the PS101 Subject Pool

1. Only faculty with a primary appointment in the Department of Psychological & Brain Sciences, graduate students in psychology, and undergraduate students in psychology doing an Honors in Psychology project may submit an application to recruit subjects from the PS 101 pool.
2. All proposals that plan to recruit PS101 students from Sona must include an educational and informative debriefing form to give to the PS101 students, even if there is no planned deception in the study.
3. The debriefing form and informed consent form should indicate that if the student has any question about the PS101 research requirement, he or she should contact Dr. Joanne Hebden Palfai, Department of Psychological & Brain Sciences, Director of Academic Affairs and Undergraduate Studies, at (617) 353-2064 or at [jpalfai@bu.edu](mailto:jpalfai@bu.edu).
4. All proposals that include a plan to recruit PS101 students from Sona must include a copy of the ad that will be placed on the Sona system website.
5. Credits assigned are as follows: ½ hour participation = .5 credit, 1 hour participation = 1 credit, 2 hours = 2 credits, etc. **Researchers are not permitted to assign 1 full credit for a half hour of participation.**
6. Indicate in the informed consent form that if students do not wish to participate in this study, there are other studies in which they can participate. They can also contact their instructor to learn more about an alternative way to fulfill the experimental participation requirement. Include language such as the following:  
  
“If you do not wish to participate in this study, there are other studies in which you can participate. You can also contact your instructor to learn more about an alternative way to fulfill the experimental participation requirement—e.g., through writing a short paper.”