

University Committee on Activities Involving Human Subjects

Use this checklist to confirm that your application is complete.

PLEASE DO NOT SUBMIT WITH YOUR APPLICATION.

APPLICATION FOR APPROVAL CHECKLIST: *HAVE YOU INCLUDED?*

For Pages 1 - 4:

- All the required information on pages 1 & 2? Yes No
Principal Investigator signature? Yes No
Faculty Sponsor signature? Yes No N/A
Exempt status check-off and justification statement? Yes No N/A

Purpose of study statement? Yes No

For subject selection:

- sample size? Yes No
age? Yes No N/A
gender? Yes No N/A
ethnicity? Yes No N/A
language if not English? Yes No N/A
other inclusion/exclusion criteria? Yes No N/A

For recruitment:

- how potential subjects will be identified? Yes No
how potential subjects will be contacted?
recruitment letter(s)? Yes No N/A
recruitment flier(s)? Yes No N/A
advertisement(s)? Yes No N/A
oral request(s) or presentation? Yes No N/A
on-line or email announcement? Yes No N/A
how potential subjects may contact
the investigator? Yes No N/A

For the statement to subjects:

- written? Yes No N/A
verbal? Yes No N/A
on-line or email? Yes No N/A

A Benefits statement? Yes No

A Risks statement? Yes No

Procedures to be followed:

- what participants will be asked to do? Yes No
where the study will be held? Yes No
how much time participation will take? Yes No
who will work with the subjects? Yes No
how materials will be distributed and returned? Yes No
participant incentives, if any? Yes No N/A
Additional procedures, as needed? Yes No N/A

Confidentiality of subject identity:

- if anonymous, how this will be achieved? Yes No N/A
if confidential, how you will code or otherwise
protect identity? Yes No N/A
who will have access to data? Yes No
how data will be stored? Yes No
any limits of confidentiality such as for
focus groups or mandated reporting? Yes No

Disposition/destruction of data after completion of study? Yes No

Have cooperating institutions been identified? Yes No N/A

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INFORMED CONSENT AND/OR PERMISSION:

- Is the form(s) on department letterhead? Yes No
- Does it state the purpose of the study? Yes No
- Does it identify all the investigators?
name? Yes No
school and department? Yes No
status of investigator? Yes No
- Does it state the study type (thesis, class project)? Yes No
- Does it identify the Faculty Sponsor (*if student researcher or non-NYU investigator*):
name? Yes No
school and department Yes No
- Does it describe what subjects will be asked to do? Yes No
- Does it state the amount of time for participation? Yes No
- Request to audio or video tape or photograph? Yes No N/A
- Right to review audio/video tapes statement? Yes No N/A
- Does it include a statement of risks? Yes No
- Does it include a statement of benefits? Yes No
- Is there an incentive or fee statement? Yes No N/A
- Does it state how confidentiality will be maintained? Yes No
- Does it include a confidentiality limit for group
situations/mandated reporting statement? Yes No N/A
- Does it include an offer to answer questions? Yes No
- Is there a statement that participation is voluntary
and that subjects may withdraw at any time? Yes No
- Does it include the right not to answer questions? Yes No
- Is the Principal Investigator contact information included?
phone number? Yes No
mailing address? Yes No
email address? Yes No
- Is the faculty sponsor contact information included? (*if student researcher or non-NYU investigator*):
phone number? Yes No
mailing address? Yes No
email address? Yes No
- Does it include the UCAIHS subject's rights statement
and contact information? Yes No
- Does it include the following **additional information**, if applicable?
- Commercial sponsorship? Yes No
- Compensation for injury? Yes No

ATTACHMENTS:

- Consent and Permission Forms, Assent Scripts,
and/or Project Summary Statement Yes No
- questionnaires, surveys or other instruments? Yes No N/A
- interview protocols/lists of questions to be asked? Yes No N/A
- translation(s) of recruitment materials and forms? Yes No N/A
- Cooperating institution letter(s) or IRB approval? Yes No N/A Pending

ADDITIONAL PROCEDURES (IF NEEDED)

- Debriefing procedure and statement Yes No N/A