

## Informed Consent Reviewer's Checklist

Research Proposal Title: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Date of Review Meeting: \_\_\_\_\_

Item #	Item	Parent Consent Satisfies Item		Teacher Consent Satisfies Item	
		yes	no	yes	no
<b>Introduction</b>					
1.	Provides brief comments that introduce the principal investigator and any other researchers.				
2.	Provides brief comments that explain the purpose of the research project.				
3.	If applicable, informs the recipient that the research will be conducted under the supervision of the investigator's faculty advisor and names the advisor.				
<b>Rights of Participants</b>					
4.	Provides assurance that participation is voluntary and that refusal to participate will not result in any penalty or loss of privileges.				
5.	Provides assurance that withdrawal from the project at any time will not result in any penalty or loss of privileges.				
6.	Provides assurance that refusal to answer any question will not result in any penalty or loss of privileges.				
7.	Describes the nature and degree of risk to the recipient associated with participation in the project. (Most projects in the School of Education carry no more than minimal risk.)				
8.	Describes the <i>direct</i> benefits to the recipient associated with participation in the project. (Most projects in the School of Education offer no direct benefits.)				
<b>Details of Participation in Study</b>					
9.	Describes the selection criteria for eligibility for participation in the research project.				
10.	Describes the method by which the recipient was selected from those who met the eligibility requirements.				
11.	States the total number of participants in the research project.				
12.	Provides an adequate description of all of the activities in which a participant will be involved.				

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		yes	no	yes	no
13.	For surveys and interviews, specifies the range of topics that will be addressed. <sup>1</sup> (A copy of <i>all</i> questions on a questionnaire must be submitted to the Committee.)				
14.	Specifies the estimated time required for a participant's involvement in <i>each</i> project session/activity.				
15.	Specifies the estimated <i>total</i> time required for a participant's involvement in the project (across all activities).				
16.	If applicable, informs the recipient that sessions will be audiotaped, videotaped, and/or transcribed.				
<b>Confidentiality</b>					
17.	If applicable, informs the recipient [or the Committee, in the proposal] how the researcher will protect a participant's right not to be audio/videotaped when in a group setting, should the recipient decline to give such consent.				
18.	Explains the manner in which the collected data will be coded to insure confidentiality (in the event that someone accidentally or intentionally comes in contact with it).				
19.	Provides assurance that all print, audiotape, and videotape data will be secured in a <i>locked</i> cabinet on campus to insure confidentiality. (Note: Researchers are not allowed to take confidential information home.)				
20.	Describes the manner in which all digital data will be secured to insure confidentiality (e.g., via password or encryption).				
21.	Specifies the names and roles of all individuals who will have access to the secured data.				
22.	Specifies the date by which the data will be destroyed (by July 1, 2015) or, alternately, informs the recipient that the data will be retained indefinitely.				
23.	Informs the recipient that if they withdraw from the study, all of their data will be destroyed at that time.				
<b>Results</b>					
24.	Describes the manner in which the results of the project will be reported (in the aggregate? individually?).				
25.	Provides the recipient a means by which they can indicate directly on the letter that they would like to receive a summary of the results of the project.				

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		yes	no	yes	no
<b>Format of Participation Letter</b>					
26.	Is written at a sixth grade reading level or lower.				
27.	Provides a space for the recipient to initialize each page prior to the last page of the letter.				
28.	Provides a place for the recipient to write their signature on the last page of the letter.				
29.	Prompts the recipient to write their signature on the last page and to initialize each preceding page.				
30.	Numbers the pages of the letter using the format “page 1 of 3”, “page 2 of 3”, etc.				
31.	Informs the recipient that, if they agree to participate, they should keep one copy of the letter (all pages) and return all pages of the other copy (signed and initialized) to the researcher.				
<b>When Participants Have Questions/Concerns</b>					
32.	Provides the recipient an email address, phone number, and snail mail address to contact the <i>researcher</i> should the recipient have any questions about the <i>nature</i> of the project. (Note: This item is not necessary for child assent letters that accompany parent letters.)				
33.	Informs the recipient that, if they have any <i>concerns or complaints</i> about the manner or conduct of the project or questions about <i>their rights</i> , they should contact: <i>Chair, Human Subjects Review Board, 210 Hullahen Hall, University of Delaware, Newark, DE 19716 (302-831-2136).</i>				
<b>When Minors are Participants</b>					
34.	Provides the child/youth a “certificate of informed assent” that includes, in child-friendly language, a simplified explanation of the purpose of the project.				
35.	In the certificate, provides the child/youth a simplified explanation of the activities in which they will participate and their duration.				
36.	In the certificate, provides the child a means by which s/he can indicate assent, or lack of assent, to participate.				
37.	If the child/youth is unable to read and/or comprehend the assent letter, the researcher describes in the proposal the steps that will be taken to explain the information contained in the "certificate of informed assent" and provide the child/youth a means by which they can orally or gesturally indicate assent.				

38	If the child/youth is unable to read and/or comprehend the assent letter, the researcher attaches a copy of a "testimony form" that the researcher will complete for each child/youth who indicates oral or gestural assent. This form contains (a) a statement testifying that the researcher explained to the child/youth the information contained in "the certificate of informed assent," (b) a description of the means by which the child/youth indicated assent, and (c) a place for the date and the researcher's signature.			
39	Informs parents that if they consent to their child's participation, their child then also will receive a letter inviting his/her participation and requesting his/her written assent.			
40	Informs the child/youth that their parent already has consented to their participation, but that they still may choose to decline to participate with no penalty or loss of privileges.			
41	If applicable, informs parents that the researcher also is requesting permission to access their child's school records.			
42	If applicable, informs parents of the specific information to which the researcher desires access.			
43	If applicable, informs parents of the specific duration of time for which the researcher is requesting permission to access their child's school records, e.g., between September 7, 2012 and June 20, 2013.			

Footnotes:

1. When proposing to conduct interviews, a researcher is required to submit to the Committee a copy of the interview questions. If the researcher plans to use an open-ended interview approach (e.g., ask broad questions and let participants speak broadly about a topic), the researcher must provide the Committee a description of the structure of the interview, specifying which topical areas will be explored. Correspondingly, in the informed consent letter(s), the researcher also should provide to participants a clear description of all of the topical areas of questioning, with special care to mention any topics that might be sensitive or intrusive (e.g., questions about illegal activity).