

## Self-Checklist for Investigators

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### For all Investigators

- I have answered all of the questions on the second page of the IRB form
- I have described in detail who will have access to the data, and how the data will be treated.
- I understand the difference between anonymity and confidentiality and have used the term(s) appropriately.
- Everyone who will have access to the data has signed the form
- There is a mechanism for participants to request summary results from the project
- I have looked over the boxes on the IRB form marked “for IRB use only” to make sure that I have satisfied each of these requirements.
- My cover letter or consent form includes PI and IRB contact information

### For surveys

- I have included a copy of the survey
- I have included a copy of the cover letter
- My cover letter includes a statement about how the data will be handled
- I have included a statement in my description about where/how I gathered my sample

### For interviews

- I have included a copy of the consent form
- I have included a copy of the interview protocol/list of questions
- If I am tape recording the interview, it is clearly stated in the letter

### For Experiments

- I have included a detailed description of the debriefing
- I have discussed in detail how I am drawing my sample
- My consent form includes a statement about how the data will be stored and how the results will be treated.
- I have included a copy of any other instruments I'm using to collect data within the experiment (surveys, etc.)

### For Work with/in Other Organizations

- I have secured permission from the other organization and this is clearly stated in my application for IRB approval.
- I have included written (email will suffice) permission from a person authored to give permission on behalf of the organization.