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| **TITLE OF THE STUDY** |  |  | |  |  |
| **DISCIPLINE** | **TYPE OF REVIEW** | ☐ EXEMPT | | ☐ EXPIDITED | ☐ FULL |
| **PROPONENT** | **INSTITUTION** |  | |  |  |
| **REVIEWER** | **REGULAR MEMBER** ☐ | | **ALTERNATE MEMBER** ☐ | | |

**PROTOCOL REVIEW SHEET**

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| ***Please check (✔) the box that corresponds to your response.*** | | | | | |
| 1. Is/Are the research question(s) reasonable? | | ☐ UNABLE TO ASSESS | ☐ NOT APPLICABLE | ☐ YES | ☐ NO |
| If **NO** or **UNABLE TO ASSESS**, please explain. | | | | | |
| 1. Are the study objectives specific, measurable, attainable, and reasonable? | | ☐ UNABLE TO ASSESS | ☐ NOT APPLICABLE | ☐ YES | ☐ NO |
| If **NO** or **UNABLE TO ASSESS**, please explain. | | | | | |
| 1. Does the research need to be carried out with human participants? | | ☐ UNABLE TO ASSESS | ☐ NOT APPLICABLE | ☐ YES | ☐ NO |
| If **NO** or **UNABLE TO ASSESS**, please explain. | | | | | |
| 1. Does the protocol present sufficient background information or results of previous studies prior to human experiment? | | ☐ UNABLE TO ASSESS | ☐ NOT APPLICABLE | ☐ YES | ☐ NO |
| If **NO** or **UNABLE TO ASSESS**, please explain. | | | | | |
| 1. Does the study involve individuals who are vulnerable? | | ☐ UNABLE TO ASSESS | ☐ NOT APPLICABLE | ☐ YES | ☐ NO |
| If **YES** or **UNABLE TO ASSESS**, please explain. | | | | | |
| 1. Are appropriate mechanisms in place to protect the vulnerable potential participants? | | ☐ UNABLE TO ASSESS | ☐ NOT APPLICABLE | ☐ YES | ☐ NO |
| If **NO** or **UNABLE TO ASSESS**, please explain. | | | | | |
| 1. Are there probable risks to the human participants in the study? | | ☐ UNABLE TO ASSESS | ☐ NOT APPLICABLE | ☐ YES | ☐ NO |
| 1. Does the protocol adequately address the risk/benefit balance? | | ☐ UNABLE TO ASSESS | ☐ NOT APPLICABLE | ☐ YES | ☐ NO |
| If **NO** or **UNABLE TO ASSESS**, please explain. | | | | | |
| 1. Are toxicological and pharmacological data adequate? | | ☐ UNABLE TO ASSESS | ☐ NOT APPLICABLE | ☐ YES | ☐ NO |
| If **NO**, please explain. | | | | | |
| 1. Is the informed consent procedure/form adequate and culturally appropriate? | | ☐ UNABLE TO ASSESS | ☐ NOT APPLICABLE | ☐ YES | ☐ NO |
| If **NO**, please explain. | | | | | |
| 1. Are the proponents adequately trained and do they have sufficient experience? | | ☐ UNABLE TO ASSESS | ☐ NOT APPLICABLE | ☐ YES | ☐ NO |
| If **NO** or **UNABLE TO ASSESS**, please explain. | | | | | |
| 1. Is the research facility appropriate? | | ☐ UNABLE TO ASSESS | ☐ NOT APPLICABLE | ☐ YES | ☐ NO |
| If **NO** or **UNABLE TO ASSESS**, please explain. | | | | | |
| 1. Do you have any other concerns? | | | | | |
| **Recommendation:** | ☐ Approved | | | | |
|  | ☐ Major Revisions Required | | | | |
|  | ☐ Minor Revisions Required | | | | |
|  | ☐ Disapproved | | | | |

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| Remarks/Reasons for unfavorable decision: |
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| Signature over Printed Name of Reviewer | Review Date |

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| Exempted Review | Projects which involve the collection data from publicly available databases or public documents are exempted from review. |
| Expedited Review | Projects posing minimal risk to research subjects go through expedited reviews. Projects qualifying for expedited review are those that involve:   * Research involving minor changes in previously approved research projects; * Research involving analysis of information without interaction with subjects; * Research, where informed consent is needed from the subjects and the informed consent process, will be correctly and appropriately applied, and that the researchers will be taken appropriate measures to protect the privacy of the subjects; * Research which is a local portion of a multi-center or multi-national research project has already received a full review from another research ethics committee or institutional review board. |
| Full Review | Research projects which pose a more than “minimal risk” to research participants or subjects are subjected to a full review. Risk is minimal when “the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical examinations or tests” (U.S. Department of Health and Human Services, 1994, p.6, as cited by Hadjistavropoulos, & Smythe, 2001).   * Research involving vulnerable groups, such as the elderly, youth-at-risk, special children, or individuals who are in inequitable relationships; * Research involving sensitive topics, such as substance use, sexual behaviors, or criminal or politically sensitive behaviors; * Research with groups which necessitate permission to acquire access to them, such as research with indigenous communities; * Research which will require deception or which will be conducted without the participants’ full and informed consent at the time data is to be collected; * Research that will require access to personal and confidential information of identifiable individuals, such as genetic or biological information, medical records, or psychological assessment records; * Research that will cause physical and/or psychological harm or pain, or will cause humiliation, stress or anxiety; * Research that will involve intrusive interventions, such as hypnotherapy, drug administration, or vigorous exercise, which may cause participants to reveal information about themselves they otherwise would not normally want revealed in their everyday lives. * Research involving respondents through the internet * Research involving deceased persons, body parts or other human elements |