

**Institutional Review Board**

**Preliminary Participant Checklist**

**Principal Investigator Name:**

**Study Title:**

**FILL OUT ONLY THE SECTIONS THAT APPLY TO YOUR RESEARCH.**

 **ONLY Check this box if none of the below apply to your project**

**Children/ Minors**

Note: Individuals who have not reached the age of the majority in the jurisdiction where the research is taking place are considered minors (even if they are over 18). The age of majority in New York is 18.

1. Identify the age range of the minors in the research:
2. Are any of the minors considered wards of the state or any other agency, institution, or entity?

 ☐ Yes ☐ No

1. Generally, minors aged 7 years and older are assumed to be able to provide written assent. Do you plan to obtain written assent from all minors aged 7 years and older? ☐ Yes ☐ No

**If no**, explain:

1. Do you plan to obtain written parental permission from one or both parents or a legal guardian?

☐ Yes ☐ No

**If no**, you will need to submit either a request for a waiver of consent or a request for a waiver of documentation of consent depending on your research plan.

**Adults who are unable to consent for themselves**

**(diminished decision-making capacity)**

1. Describe how you will determine whether an adult individual does not have the capacity to consent:
2. Describe how you will verify that an adult individual can serve as an LAR for the potential subject:
3. Do you plan to obtain written assent from the subject? ☐ Yes ☐ No

**If no**, explain:

1. Do you plan to obtain written consent from the subject’s LAR? ☐ Yes ☐ No

**If no**, you will need to submit either a request for a waiver of consent or a request for a waiver of documentation of consent depending on your research plan.

**Students**

1. Are the individuals being asked to participate also the students of the Principal Investigator or any other research staff? ☐ Yes ☐ No

**If yes**, describe how coercion or undue influence will be eliminated:

1. Is participation in the research a classroom assignment and/or are the research procedures mandatory? ☐ Yes ☐ No
2. If the research occurs in a classroom setting and not all students in the class participate, describe how the non-participating students will not be marginalized:

**Faculty/ Employees**

1. Do you (the researcher) supervise or have other authority over the employees or faculty that are being recruited? ☐ Yes ☐ No

**If yes**, describe how coercion or undue influence will be eliminated:

1. Are you asking employees or faculty to evaluate you, their supervisors, their peers, their own work performance, or their own job satisfaction? ☐ Yes ☐ No

**If yes**, describe how the risk of inadvertent disclosure of research data that may jeopardize employability or job performance will be minimized:

**Non-English Speakers**

Note: All consent forms and other materials given to subjects should be in a language understandable to the subject in most circumstances. All translated documents must be submitted to the IRB along with an attestation or certificate of translation.

1. Will the consent form and other subject materials be translated into a language understandable to the subject? ☐ Yes ☐ No

**If no**, explain:

1. List the language(s) (other than English) in which the research will be conducted:
2. Is the Principal Investigator fluent in the language(s)? ☐ Yes ☐ No

**If no**, identify who will be responsible for communicating with the participants and their qualifications to do so: