California University of Pennsylvania Institutional Review Board
Survey/Interview/Questionnaire Consent Checklist (v021209)

This form MUST accompany all IRB review requests

Does your research involve ONLY a survey, interview or questionnaire?
YES—Complete this form
NO—You MUST complete the "Informed Consent Checklist"—skip the remainder of this form

Does your survey/interview/questionnaire cover letter or explanatory statement include:

[_] (1) Statement about the general nature of the survey and how the data will be used?

[_] (2) Statement as to who the primary researcher is, including name, phone, and email address?

[_] (3) FOR ALL STUDENTS: Is the faculty advisor's name and contact information provided?

[_] (4) Statement that participation is voluntary?

[_] (5) Statement that participation may be discontinued at any time without penalty and all data discarded?

[_] (6) Statement that the results are confidential?

[_] (7) Statement that results are anonymous?

[_] (8) Statement as to level of risk anticipated or that minimal risk is anticipated? (NOTE: If more than minimal risk is anticipated, a full consent form is required—and the Informed Consent Checklist must be completed)

[_] (9) Statement that returning the survey is an indication of consent to use the data?

[_] (10) Who to contact regarding the project and how to contact this person?

[_] (11) Statement as to where the results will be housed and how maintained? (unless otherwise approved by the IRB, must be a secure location on University premises)

[_] (12) Is there text equivalent to: "Approved by the California University of Pennsylvania Institutional Review Board. This approval is effective nn/nn/nn and expires mm/mm/mm"? (the actual dates will be specified in the approval notice from the IRB)?

[_] (13) FOR ELECTRONIC/WEBSITE SURVEYS: Does the text of the cover letter or explanatory statement appear before any data is requested from the participant?

[_] (14) FOR ELECTONIC/WEBSITE SURVEYS: Can the participant discontinue participation at any point in the process and all data is immediately discarded?