

# NWU INSTITUTIONAL REVIEW BOARD REVIEWER RUBRIC

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**Prescreening of application:** This first section of the rubric is to ensure that the application is complete. If the application is complete, then proceed to the next section of the rubric. If it is not complete, then the application is not ready for review. Please return the application to the NWU-IRB Chair so that it may be returned to the applicants for completion

<p><b>Is the Application Complete?</b></p> <p>Has the applicant included all the materials needed for a complete application:</p> <ul style="list-style-type: none"> <li>Signed Copy of the Faculty Sponsor Check List</li> <li>Signatures of PI, Co-Investigator(s), and Faculty Sponsor on the application</li> <li>NIH or CITI certification for PI and Co-investigators</li> <li>Site permission letter(s) (if appropriate)</li> <li>Invitation to participate in research</li> <li>Appropriate informed consent/assent forms</li> <li>Data collection instrument(s)</li> <li>Any other attachments relevant to the application</li> </ul>			
<p><b>Basic Information:</b></p> <p>Does the application contain complete information about:</p> <ul style="list-style-type: none"> <li>Appropriate Review Category</li> <li>Project Title</li> <li>List of sources for research project</li> </ul>			
<p><b>IRB Review Checklist:</b> If the application is complete, please continue to review the application.</p>			
<p><b>Rationale:</b></p> <p>Has the applicant provided an academic rationale for the study and included an academic reference list?</p>			

**Sample Selection & Data Collection:**

Has the applicant clearly explained sample selection?  
 Does the applicant clearly explain procedures for data collection?  
 Does this description match the information provided in the data collection instrument(s)?

## **Risks &**

**Faculty Sponsor:**

**Title of Project:**

**Review Date:**

**Reviewer:**

**Recommendation:**

[If the application is approved with modifications that will be confirmed by the Faculty Sponsor, please include notes of what needs to be modified.]

[If the application is not approved as submitted, please include specific notes to the PI about if/how the proposal needs to be revised before being resubmitted.]