

Checklist: Criteria For Approval

Amendment and Continuing Review: Pre-2018 Common Rule, With IC

NUMBER | HRP-225

IRB Number	
Abbrev. Protocol Name	
Investigator	

1 General Considerations	
<input type="checkbox"/>	The Convened IRB (or Designated Reviewer) has, or has obtained through consultation, adequate expertise. <i>Contact IRB Manager if you feel someone with additional expertise needs to review the study also.</i>
2 Criteria for Approval of Research: (Check if "Yes" or "N/A". All must be checked).	
<input type="checkbox"/>	Risks to subjects are minimized by using procedures, which are consistent with sound research design and which do not unnecessarily expose subjects to risk. N/A: <input type="checkbox"/>
<input type="checkbox"/>	Risks to subjects are minimized by using procedures already being performed on the subjects for other purposes. N/A: <input type="checkbox"/>
<input type="checkbox"/>	Risks to subjects are reasonable in relation to anticipated benefits, if any, to subjects, and the importance of the knowledge that may reasonably be expected to result. N/A: <input type="checkbox"/>
<input type="checkbox"/>	Selection of subjects is equitable (Consider the purpose and setting of the research, involvement of vulnerable subjects, selection criteria, and recruitment, enrollment, and payment procedures). N/A: <input type="checkbox"/>
<input type="checkbox"/>	The research plan makes adequate provision for monitoring the data collected to ensure the safety of subjects. N/A: <input type="checkbox"/>
<input type="checkbox"/>	There are adequate provisions to protect the privacy of subjects, AND maintain the confidentiality of data. N/A: <input type="checkbox"/>
<input type="checkbox"/>	Vulnerable Subjects: Additional safeguards have been included in the study to protect the rights and welfare of subjects vulnerable to coercion or undue influence. (examples: children, pregnant women, prisoners, LARs, neonates of uncertain viability, etc) OR, N/A if there are no vulnerable subjects for this study: <input type="checkbox"/>
<input type="checkbox"/>	The Informed Consent (IC) process meets one of these: <input type="checkbox"/> There is an IC – (complete Section 5, Consent Process) <input type="checkbox"/> Waiver of IC & HIPAA <input type="checkbox"/> Permanently closed to enrollment
<input type="checkbox"/>	The Informed Consent (IC) documentation meets one of these: <input type="checkbox"/> There is an IC – (complete Section 6, Documentation of IC) <input type="checkbox"/> Waiver of IC & HIPAA <input type="checkbox"/> Permanently closed to enrollment
3. Only Complete Section 3 for Continuing Review.	
Continuing review is required for research subject to the pre-2018 rule (older OHRP regulations). Review for this study is adequate to take place: <input type="checkbox"/> Annually OR <input type="checkbox"/> Research should occur more often: Other, specify length of review period (i.e., 6 months) _____	
5 Consent Process (Check if "Yes". All must be checked).	
<input type="checkbox"/>	The investigator or delegated study staff will obtain informed consent of the subject or LAR.
<input type="checkbox"/>	The circumstances of consent provide the prospective subject or LAR sufficient opportunity to consider whether or not to participate.
<input type="checkbox"/>	The circumstances of consent minimize the possibility of coercion or undue influence.
<input type="checkbox"/>	Information to be given to the subject or LAR will be in language understandable to the subject or LAR.
<input type="checkbox"/>	There is no exculpatory language through which the subject or LAR is made to waive or appear to waive the subject's legal rights, or releases or appears to release the investigator, the sponsor, the institution or its agents from liability from negligence.
6 Documentation of Informed Consent (Check if "Yes" or "N/A". All must be checked).	
<input type="checkbox"/>	The written consent document is accurate, complete and consistent with the protocol.
<input type="checkbox"/>	The written consent document embodies the elements in Section 7: Elements of Consent Disclosure
<input type="checkbox"/>	The investigator will give either the subject or LAR adequate opportunity to read the consent document before it is signed.
<input type="checkbox"/>	The subject or LAR will sign and date the consent document
<input type="checkbox"/>	The person obtaining consent will sign and date the consent document.
<input type="checkbox"/>	A copy of the signed and dated consent document will be given to the person signing the document.
<input type="checkbox"/>	If there is a LAR or parent signature line, the IRB has approved inclusion of adults unable to consent or children. "N/A" if no signature line needed for this study <input type="checkbox"/>
<input type="checkbox"/>	When a subject or LAR is unable to read: An impartial witness will be present during the entire consent discussion and the consent document notes that the witness attests that the information in the consent documentation and any other information provided was accurately explained to, and apparently understood by, the subject or LAR, and that consent was freely given. ("N/A" if all subjects are able to read) N/A: <input type="checkbox"/>
<input type="checkbox"/>	There is HIPAA language in the informed consent document, or a separate HIPAA.

Checklist: Criteria For Approval

Amendment and Continuing Review: Pre-2018 Common Rule, With IC

NUMBER | HRP-225

7 Required Elements of Consent:

- 1. The study involves research.
- 2. The study is voluntary.
 - Refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled.
 - The subject may discontinue participation at any time without the penalty or loss of benefits to which the subject is otherwise entitled.
- 3. The purpose of the research.
- 4. The expected duration of the subject's participation.
- 5. A description of the procedures to be followed and identification of any experimental procedures.
- 6. A description of any reasonably foreseeable risks or discomforts to the subject.
- 7. A description of any benefits to the subject or the others, which may reasonably be expected from the research
- 8. Appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject.
- 9. Whom to contact for answers to questions about the research, and research subjects' rights.
- 10. Whom to contact in the event of a research- related injury to the subject.
- 11. How to contact someone independent of the research team for questions, concerns, or complaints about the research; questions about the subjects' rights; to obtain information or to offer input.
- 12. A statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained.

Required for More than Minimal Risk Research Or: "N/A" for this study

- Whether any compensation is available if injury occurs and, if so, what it consists of, or where further information may be obtained.
- Whether any medical treatments are available if injury occurs and, if so, what they consist of, or where further information may be obtained
- The probability for random assignment to each treatment
- The subject's responsibilities.
- When applicable, the reasonably foreseeable risks or inconveniences to an unborn child or nursing infant.
- The important potential benefits and risks of the alternative procedures or courses of treatment that may be available to the subject.
- When there is no intended clinical benefit to the subject, a statement to this effect.
- The monitors, auditors, IRB, and regulatory authorities will be granted direct access to the subject's original medical records for verification of clinical trial procedures and data without violating the confidentiality of the subject, to the extent permitted by applicable laws and regulations and that, by signing the consent document, the subject or LAR is authorizing such access.
- If the results of the trial are published, the subject's identity will remain confidential.

Additional Elements of IC: (Include when applicable to study) Or: "N/A" for this study

- The particular treatment or procedure may involve risks to the subject, which are currently unforeseeable.
- If the subject is or becomes pregnant, the particular treatment or procedure may involve risks to the unborn child, which are currently unforeseeable.
- Anticipated circumstances under which the subject's participation may be terminated by the investigator without regard to the subject's consent.
- Any additional costs to the subject that may result from participation in the research.
- The consequences of a subject's decision to withdraw from the research and procedures for orderly termination of participation by subject
- Significant new findings developed during the course of the research, which may relate to the subject's willingness to continue participation will be provided to the subject.
- Approximate number of subjects involved in the study.

Checklist: Criteria For Approval

Amendment and Continuing Review: Pre-2018 Common Rule, With IC

NUMBER | HRP-225

This part is only applicable for Amendments. For Amendments Only - One of the following is true:

- The change **DOES NOT** require the consent form to be revised.
Or
- The change **DOES** require the consent form to be revised, and:
One of the following is true:
 - (a) Changes to the informed consent document will **not** require re-consenting of previously enrolled subjects.
 - (b) Changes to the research activities **will** require changes to the informed consent document that **will** require re-consenting of currently enrolled participants (example: change in risk to the subject, additional tests or procedures being added to the study).
 - (c) Changes to the research activities **will** require changes to the informed consent document that **will** require re-consenting of currently enrolled participants **and/or notification of participants who have completed the research.** The notification must be approved by the IRB before it is sent to the participants and may not qualify for expedited review. (Major change that impacts risk to the subjects)

At this time I recommend the research be: (Please check one, and sign/date)

- APPROVED.
- Approved with Conditions, Minor Clarifications and/or Modifications back to the IRB Office. *Note conditions below*
- Approved with Conditions, Major Clarifications and/or Modifications back to the Full IRB Meeting. *Note conditions below*
- Do Not Recommend approval at this time. List Reasons.
(Convened board must agree by a vote if study is not approved.)

Comments Section:

(Name)

(Signature)

(Date)