

## Preparing for the Institutional Review Board

The [Institutional Review Board for the Social and Behavioral Sciences \(IRB-SBS\)](#) is “responsible for reviewing all non-medical behavioral human subjects research...for compliance with federally-mandated research guidelines.” The purpose of this worksheet is to help you prepare your responses for some of the text boxes that will appear in your protocol for IRB-SBS review. *(Note. Having answers to these questions will support you in any institution’s IRB process.)*

### Part I. Study Overview

**1.) What is the purpose in conducting this research?** How does this study contribute to the advancement of knowledge and why is it worth doing? Include your research questions.

**2.) What will participants do in this study?** Briefly describe your study design and data collection plan.

### Part II. Participant Groups

**3.) Describe your study participants.** Who are they (e.g., undergraduates enrolled in X course)? Approximately how many will you invite to participate? Are there exclusion criteria that will prevent someone from participating (e.g., must be 18+)? Do you plan to pay participants?

### Part III. Experience and Relationships

**4.) What knowledge and experience do you bring to your project** that will allow you to work productively and respectfully with your participants? Will you have other collaborators on your project, and if so, what is their experience?

**5.) What is the relationship between you and the participants?** Will you have a position of authority over the participants (e.g., grading or professional authority)? Will you have other collaborators on your project, and if so, what is their relationship with your participants?

## **Part IV. Data Sources Overview**

**6.) Describe in detail each of the data sources that you will use in your study (e.g., student artifacts, surveys, interviews, etc.).** What will the data consist of? What questions will you ask, and how (e.g., Qualtrics; Zoom or in person)? When will you ask them? If you are using validated scales/questions from published research, be sure to include citations.

## **Part V. Collecting Identifiers and Linking Data Sources**

**7.) Will identifiers be connected to the data?** Identifiers may include student names, student IDs, emails, etc. If so, do you plan to keep those identifiers?

**8.) Do you plan to link data sources?** You may choose to link a student's artifacts to their survey response, for example. If so, how do you plan to link those data sources?