

New Meridian University
IRB Checklist

1 Study team design and participants

For researchers and supervisors. Mark one status per item: Complete (C), Not Applicable (N/A), or Pending (P). Complete means the packet addresses the item, not that the IRB approved it. A documented waiver request may be Complete while its decision is pending.

Explain each N/A or Pending item in the notes, including its item number, action, responsible person, and target date. Use a labeled attachment for longer notes. Obtain submission instructions from your supervisor.

Study title

Researcher and supervisor

Application version and date; study reference if assigned

Item	C	N/A	P
1. Application answers are complete; N/A responses have a reason, and longer responses refer to labeled attachments.	☐	☐	☐
2. Title, version, date, researcher contact, supervisor, study dates, and team roles are identified.	☐	☐	☐
3. Relevant team preparation, funding or support, conflicts, and oversight arrangements are described.	☐	☐	☐
4. Plain language purpose, research questions, design, analysis, and sample size justification are clear and consistent.	☐	☐	☐
5. Participant numbers, ages, eligibility, screening, fair selection, and additional safeguards are explained.	☐	☐	☐
6. Researcher authority over students, employees, clients, or others is disclosed with safeguards for voluntary choice.	☐	☐	☐
7. Sites, countries, collaborators, existing data sources, other reviews, and specialized procedures are identified.	☐	☐	☐
8. Activities already begun, including pilot work, are disclosed and discussed with the supervisor if applicable.	☐	☐	☐

Notes for N/A or Pending items

New Meridian University
IRB Checklist

2 Recruitment consent and participant protections

Item	C	N/A	P
9. Recruitment and screening methods, contact sources, permissions, and all scripts or advertisements are included.	☐	☐	☐
10. Procedures, instruments, recordings, frequency, participant time, and optional activities agree across the packet.	☐	☐	☐
11. Incentives, costs, payment timing, withdrawal payments, and equivalent credit alternatives are explained.	☐	☐	☐
12. Foreseeable risks, realistic benefits, risk reduction, distress response, and monitoring arrangements are described.	☐	☐	☐
13. Consent process and materials explain research, procedures, time, risks, benefits, voluntary refusal, and withdrawal.	☐	☐	☐
14. Consent addresses confidentiality limits, recordings, future use, data sharing, and feasible data withdrawal limits.	☐	☐	☐
15. Consent names a study contact and Billy Whisnant, IRB Chair, billy.whisnant@newmeridianuniversity.org for participant rights or concerns.	☐	☐	☐
16. Language access, comprehension, parental permission, assent, or representative consent are addressed where relevant.	☐	☐	☐
17. Each consent or signature exception is separately requested and justified; deception and debriefing are addressed.	☐	☐	☐

Notes for N/A or Pending items

New Meridian University
IRB Checklist

3 Data privacy technology and permissions

Item	C	N/A	P
18. Data inventory includes identifiers, sensitive information, recordings, contact or payment files, and platform metadata.	☐	☐	☐
19. Anonymous, coded, and identifiable information are described accurately; code key access is explained.	☐	☐	☐
20. Only justified data are collected, and screening or recruitment information has a defined handling plan.	☐	☐	☐
21. Storage, access, transfers, encryption or other safeguards, backups, and continuity arrangements are specified.	☐	☐	☐
22. External record or specimen sources, original consent, access authority, and reuse restrictions are documented.	☐	☐	☐
23. Survey, cloud, transcription, translation, and AI providers disclose data handling, training or reuse, retention, access, and safeguards.	☐	☐	☐
24. Technology use follows NMU policies; researcher validation and responsibility are stated, with participant disclosure where relevant.	☐	☐	☐
25. Retention, destruction, incident reporting, publication, quotation risks, sharing, and future use are explained.	☐	☐	☐
26. Site permissions, data agreements, other IRB decisions, and collaboration arrangements are included or outstanding status is explained.	☐	☐	☐

Notes for N/A or Pending items

New Meridian University
IRB Checklist

4 Packet readiness and continuing responsibilities

Item	C	N/A	P
27. All relevant attachments are included, titled, versioned, and dated; application and participant materials agree.	☐	☐	☐
28. Every N/A or Pending item is explained with its item number and any action, responsible person, and target date.	☐	☐	☐
29. Researcher and supervisor have reviewed the packet and completed their application acknowledgments.	☐	☐	☐
30. Submission instructions were obtained from the supervisor; acceptance of any outstanding items will be confirmed.	☐	☐	☐
31. Covered activities will wait for the written IRB determination and all applicable permissions and conditions.	☐	☐	☐
32. Only authorized procedures and material versions will be used; proposed changes will receive prior review as required.	☐	☐	☐
33. Problems, deviations, privacy incidents, and participant concerns will be promptly reported through the instructed route.	☐	☐	☐
34. Further review or expiration conditions, closure, and continuing data obligations will be tracked and followed.	☐	☐	☐

Packet review acknowledgment

We have checked the packet and understand that completion of this checklist does not authorize research. Outstanding conditions and permissions must be satisfied before the affected activities begin.

Researcher name signature and date

Supervisor name signature and date

Additional notes and actions