**Smith College IRB – Example Protocol Questions in Mentor IRB**

*Note: This list includes our standard set of IRB questions, in case a student and faculty adviser wish to work on answers collaboratively and prefer to use a Google Doc. You may be asked a few additional questions in Mentor IRB.*

**Protocol Summary**

* Briefly summarize (approx. one paragraph) the purpose of the research and planned use of human participants in terms understandable to a lay person.

**Research Methods**

* Does this research *only* involve the use of de-identified data that was previously collected? (Yes/No)
* Does this research involve observation of public behavior *only*? (Yes/No)
	+ Note: Answering “Yes” triggers a different set of questions.
* Please describe the procedure to be followed in your research (e.g. what participants will do). Describe the nature of the interaction between the researcher and the participants. Include, if appropriate, a description of the ways in which different subjects or groups of participants will receive different treatment.
* How many times will you meet/interact with the participants?
* How much total time will be required of each participant?
* Where are the performance sites for this research (i.e. where it will it take place)?
* Will you be using some form of deception in your study? (i.e. not fully informing participants) (Yes/No).
	+ Explain “Yes” answer and attach debriefing form.
* Upload Survey/Interview Questions

**Participants**

* How many participants will be involved in the research?
* List specific eligibility requirements for participants (or describe screening procedures), including those criteria that would exclude otherwise acceptable participants. For example, if your study uses only male or female participants, explain why.
* How will participants be recruited?
* Is there any formal relationship between researcher and participant (e.g. teacher/student, superintendent/principal/teacher, employer/employee, etc.) that might lead to the perception of coercion? (Yes/No)
* Upload Recruitment Example

**Informed Consent**

* Will you be collecting signed consent forms? (Yes/No)
	+ Depending on answer, you will be prompted to specify the type and explain any requests to waive the standard written consent requirement.
* Upload Informed Consent Document/Script

**Collection/Retention of Information**

* Describe the method(s) of recording participant responses (e.g. audiotape, videotape, written notes, surveys, etc.) you will be using.
* Where and for how long will these materials will be stored? Please describe the precautions being taken to ensure the security and safety of the materials.
* When/how will they be disposed of when the research is completed?
* Will the recordings of participant responses be coded for subsequent analysis?
* Where and for how long will the coded data be stored? Please describe the precautions being taken to ensure the security and safety of the materials.

**Confidentiality**

* What assurances will be given to participants about the information collected? (Anonymity/Confidentiality/Neither)
	+ Explain answer.

**Risks**

* Could participating in this study cause participants physical harm? (Yes/No)
* Could participating in this study cause participants to feel uncomfortable or distressed? (Yes/No)
* Are there any other risks associated with participation (e.g. financial, social, legal, etc.)? (Yes/No)
* Are any of the risks associated with participation in this study (e.g. physical, psychological, financial, social, legal, etc.) greater than what participants would encounter in their normal day-to-day lives? (Yes/No)
	+ Explain any “Yes” answers.
* Upload Crisis Resources (if applicable)

**Benefits**

* Please describe the potential benefits for the researcher.
* Please describe the potential or guaranteed benefits for the participants, EXCLUDING cash or in-kind payments.
* What are the potential benefits to society from this research?
* What are the intended uses of the data?

**Participant Compensation**

* Will participants receive any cash or in-kind payments or other compensation? (Yes/No)
	+ Explain “Yes” answer

**International Research**

* Will you be conducting your study outside of the United States? (Yes/No)
	+ If yes, please review the [International Research page](https://www.smith.edu/academics/institutional-review-board/international-research) for additional requirements.