As you know, system content in Cayuse is not exportable into user-friendly formats

I also removed hyperlinks to proprietary institutional information for privacy concerns.

Checklist

Dawn Leusner (Analyst Checklist)

ETS IRB Analyst Checklist

**Human Subject Training**

Have the investigator(s) completed human subject training?  Please confirm by checking the Prior Review Training YTD file.

Yes

No

**Recruitment Letter(s)**

Are all the necessary details of the research included? i.e.,  
- Participant specifications (e.g., 30 high school students, 2 English Language teachers, 10 scoring raters, etc.).  
- Timeframe of data collection (e.g., This research will begin on October 30, 20xx and end on December 10, 20xx).  
- Location (e.g., This research will be conducted at your school, at ETS, online, etc.).  
- Duration of direct involvement (e.g., You will spend 60 minutes completing an assessment).  
- Eligibility criteria (e.g., science teachers with up to x years of experience teaching middle school students).  
- If this research is international AND includes payments, **leave a Comment directing the project to start discussion with their Administrative Manager about feasibility.**

Yes

No

**Consent Process**

Are the procedures adequate to obtain informed consent? i.e.,  
- the consent should mirror the recruitment in regard to the details   
- the consent should be in the appropriate and approved template

Yes

No

**Coercion**

Does the recruitment process involve any possible influence to coerce a subject to participate in the study?

Yes

No

**Determination of Risks to Subjects**

*Minimal risk:  The probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.*

No more than minimal risk

More than minimal risk

Is any additional paperwork required? e.g.,  
\* Research Agreements for External Consultants conducting aspects of the project on behalf of ETS    
\* an Institutional Authorization Agreement for collaborating project partners who defer to ETS for IRB review  
\* a Memorandum of Understanding for schools engaging with ETS

\* a contract for teachers being paid more than $150

Yes

No

**Notes**

Free form text box

**Analyst Certification**

Please certify the checklist once the pre-review is complete.



*I certify that I have completed the pre-review to the best of my ability.*

 SAVE CHECKLIST BUTTON

Checklist

Reviewer Name (Reviewer Checklist)

ETS IRB Reviewer Checklist

IRBs are to evaluate the probability, magnitude and duration of risks involved with participants in research.  
  
This Reviewer Checklist will be used for review assignments and will serve as a quality-control mechanism to ensure Board members complete this process consistently. 

**Type of Review**

Select one

Exempt (for IRB Chair Only)

Expedited

Full Committee

Limited Review (for IRB Chair Only)

Are risks to participants minimized in accordance with [46.111(1)](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML#se45.1.46_1111)?

Yes

No

Are the risks reasonable in relation to the anticipated benefits, if any, to participants, including the importance of the knowledge that may be expected to result in accordance with [46.111](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML#se45.1.46_1111)(2)? 

Yes

No

When not formally reviewed by the Fairness & Sensitivity group, are submitted materials aligned with the ETS Guidelines for Developing Fair Tests and Communications? Consider the Fairness Review Training you received, and refer to slides 16-22 in the Farness Review Training PowerPoint or specifics.

Yes

No

If not,  enter your concerns in the Feedback section of this Checklist

Is the selection of participants equitable in accordance with [46.111](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML#se45.1.46_1111)(3)? As an example, are any populations that may benefit excluded??

Yes

No

Is informed consent warranted, and will it be obtained from each participant or the participant's legally authorized representative, in accordance with and to the extent required by [46.116](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML#se45.1.46_1116) [[46.111](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML#se45.1.46_1111)(4)] ? For anonymous/de-identified data collections, please select No.

Yes

**Child Assent**

Under [46.408](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML#se45.1.46_1408) an IRB can determine if assent is required, including how assent must be documented. Please indicate below if assent is required.

Assent required.

Assent not required.

No

When appropriate, does the research plan make adequate provisions for monitoring the data collected to ensure the safety of participants [[46.111](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML#se45.1.46_1111)(6)]?  As examples, for school-based research, a safety provision can include that a teacher is available; for onsite research, that proper precautions are taken (e.g., data collection site is clean, and not prone to accidents or falls); for offsite research, that the data collection site is a mutually-agreed upon location; and, for online research, that the platform is secure.

Yes

No

When appropriate, are there adequate provisions to protect the privacy of participants and to maintain the confidentiality of data in accordance with [46.111](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML#se45.1.46_1111)(7)? For example, the project will replace names with unique identification numbers

Yes

No

**Research with Children**

*Will children be enrolled in this study?*

Yes

**Determination of Risks to Children**

Please select one below:

[46.404](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML#se45.1.46_1406) Research not involving greater than minimal risk.

[46.405](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML#se45.1.46_1405) Research involving greater than minimal risk but presenting the prospect of direct benefit to the individual subjects.

[46.406](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML#se45.1.46_1406) Research involving greater than minimal risk and no prospect of direct benefit to individual subjects, but likely to yield generalizable knowledge about the subject's disorder or condition.

[46.407](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML#se45.1.46_1407) Research not otherwise approvable which presents an opportunity to understand, prevent, or alleviate a serious problem affecting the welfare of children.

No

**Feedback**

Please communicate any issues or concerns

Free form text box

**Vote Determination**

Please select an approval status below:

Approval

Conditional Approval

Do Not Approve

**Reviewer Certification**



*I certify that I have reviewed this submission and completed this Reviewer Checklist.*

 SAVE CHECKLIST BUTTON