

**NPS Human Research Protection Program
 IRB Checklist for Student Research
 Is this activity human subject research?**

Form lasted updated 10/28/13

For an activity to be considered human subject research it must be all of the following:

- (i) a systematic investigation
- (ii) designed to develop or contribute to generalizable knowledge
- (iii) designed to collect information about living individuals
- (iv) involve interaction with a person or persons, or involve collecting information that is both private and personally identifiable.

Directions. Please answer the following question, attach a copy of your approved thesis proposal and send it to IRBChecklist@nps.edu for filing. The file name and subject of the email should be named as follows

“Dept__AdvisorLastName_1stStudentLastName_2ndStudentLastName_Date. You may add additional student names when required. Please note this mailbox is not monitored. The IRB does not review or approve submissions.

If questions 1, 2, and 3, and at least one part of question 4 are answered in the affirmative, then before beginning research activities the student and thesis advisor must either obtain an official determination from the IRB or submit IRB application for review and NPS President approval. IRB forms are found at www.nps.edu/research/irb.htm

Please note: The IRBChecklist mailbox is for filing purposes only and is not monitored. The IRB does not review or approve submissions. If you need help determining you are conducting human subject research or have additional questions contact the HRPP Specialist, Rikki Nguyen at ranguyen@nps.edu.

Department:	
Thesis Advisor:	
Student Name(s):	
Title of Research:	
	Provide a summary of the research. (You may cut and paste from your research proposal.)
1	Is the activity part of a systematic investigation? For example, is it part of a planned and structured research investigation? Are you testing a

	<p>hypothesis or theory?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No. Please explain below.</p>
2	<p>Is the information you are gathering designed to contribute to generalizable knowledge?</p> <p>For example, is it possible that the knowledge that you develop could be applied to another domain or another population? Is it possible that another researcher would be interested in advancing your research? Would another researcher be interested in replicating your study with another population?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No. Please explain below.</p>
3	<p>Is the activity designed to collect information about living individuals?</p> <p>Example of “about whom”: soliciting opinions or attitudes about an institution, policy, service, technology, or processes.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No. Please explain below.</p>
4	<p>Does this activity involve intervention or interaction with a living individual?</p> <p>For example, does it involve surveys, interviews, online interaction, experiments, audio/video recordings, or equipment testing involving subjects?</p> <p><u>or</u></p> <p>Is the data you are gathering both private and individually identifiable?</p> <p>Example of private information: medical, employment, and school records. Example of individually identifiable information: name, phone number, social security number.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No. Please explain below.</p>

I understand that if questions 1, 2, and 3, *and* at least one part of question 4 are answered in the affirmative, the research may require review and approval by the IRB and NPS President before the research may commence.

Signature of all faculty in the proposal chain of approval is required.
(Add/remove signature blocks as appropriate.)

Thesis Advisor : _____ **Date** _____

I have completed the CITI training for "Investigators and Key Research Personnel" Yes No

Co Advisor/2nd Reader: _____ **Date** _____

I have completed the CITI training for "Investigators and Key Research Personnel" Yes No

Academic Associate: _____ **Date** _____

I have completed the CITI training for "Investigators and Key Research Personnel" Yes No

Chair: _____ **Date** _____

I have completed the CITI training for "Investigators and Key Research Personnel" Yes No

Student: _____ **Date** _____

Student: _____ **Date** _____

Student: _____ **Date** _____

Student: _____ **Date** _____