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**Inquiry Projects Involving People:**

**Review of Ethics Plan**

**Project investigator(s)** (name and email address):

**Project title:**

**Faculty/staff project supervisor** (for projects with student investigators):

**Course department and number** (if applicable):

**Date(s) of Ethics Plan submission:**

**Date(s) of Ethics Plan review:**

**Reviewer** (if other than project supervisor; name, department/office, email address)**:**

**Project features** *(check all that apply from both sections of the table below):*

|  |  |
| --- | --- |
| ***Projects requiring Ethics Plan only*** | ***Projects requiring Ethics Plan******and Application for IRB Review*** |
|  [ ]  Studies individuals outside St. Olaf College [ ]  May include dissemination of results beyond St. Olaf College | [ ] Poses greater than minimal risk [ ]  Focuses on a vulnerable population [ ] Is funded by a Common-Rule-compliant federal agency (45 CFR 46) |

*The purpose of this form is to evaluate the extent to which a project Ethics Plan reflects the principles and practices described in the St. Olaf College document* [*Inquiry Projects Involving People: Ethical Principles, Practical Applications, and Investigator Obligations*](http://wp.stolaf.edu/irb/files/2013/07/EthicalPrinciplesAndApplications.pdf)*, and to indicate needed clarifications or changes (please use the Comments field for this purpose, referencing specific items in the Ethics Plan by item number).*

1. ***Project purpose, participants, and procedures:***

*Comments:*

***II. Beneficence: Protecting the well-being of the people you are studying (minimizing risks and costs, maximizing benefits)***

[ ] Meets ethical principle

[ ]  Does not yet meet ethical principle

[ ]  Insufficient information to judge

*Comments:*

***III. Respect: Honoring people’s rights to privacy, freedom, and self-determination (recruiting participants, ensuring informed consent, keeping data secure, sharing results appropriately)***

[ ] Meets ethical principle

[ ]  Does not yet meet ethical principle

[ ]  Insufficient information to judge

*Comments:*

***IV. Justice: Accounting for social patterns of power and privilege (protecting vulnerable populations, addressing other issues)***

[ ] Meets ethical principle

[ ]  Does not yet meet ethical principle

[ ]  Insufficient information to judge

*Comments:*

***Project attachments:*** *Comments are provided on the items checked below.*

[ ]  **Data-collection instrument** (written questionnaire, interview questions, test, description of procedure, observational coding sheet, etc.)

[ ]  **Recruitment/invitation text** (email message, letter, Psych 125 Research Participation study description, flyer, poster, oral announcement, etc.)

[ ]  **Information for Participants document or oral statement**

[ ]  **Documentation of Consent form or electronic acknowledgment text**

[ ]  **Authorization to Contact Prospective Participants form**, signed by appropriate individual

[ ]  **Other document(s)** *[list if applicable]*:

*Comments on checked items:*

***Other suggestions for project improvement***

*This section is provided for suggestions about additional improvements to project design that are unrelated to project ethics, but that may improve the overall quality of the inquiry.*

***Reviewer’s decision***

[ ]  **Referral to IRB chair.** This project may require review by the IRB, and the reviewer has notified the IRB chair.

[ ]  *(For student projects)* **Revise and resubmit to project supervisor.** The project should be revised as indicated above. The Ethics Plan and/or selected attachment(s) must be revised and resubmitted to the project supervisor. Participant recruitment and/or data collection and analysis cannot proceed until the project supervisor has approved the revised documents. Although the project does not require additional IRB review, the project supervisor is welcome to confer with the IRB in reviewing the revised project.

[ ] *(For faculty/staff projects)* **Revision recommended.** The project Ethics Plan and/or attachments should be revised as indicated above. Although the project does not require additional IRB review, the investigator is welcome to confer with the IRB in revising the plan.

[ ]  **No revision necessary.** The project Ethics Plan and attachments reflect appropriately the ethical principles of beneficence, respect, and justice. Participant recruitment and/or data collection and analysis may proceed immediately.

*Comments:*