

## Top Ten IRB Application Mistakes

1. Exempt Applications
  - a. Description of Project:
    - i. In lieu of six separate responses to the Description of Project, applicant cuts and pastes masters thesis or dissertation draft
    - ii. Not all questions are answered
2. Missing recruitment materials (e.g., flyers, recruitment script)
3. Informed consent
  - a. Has no subheadings with required elements
  - b. Reading level too high
  - c. Project title on consent form does not match project title or is missing altogether
  - d. Missing information about who is conducting the research
  - e. No information on how data will be stored and kept safe
  - f. No separate section for participants to chose whether they want to be audio recorded
    - i. Inappropriate request for waiver or alteration of informed consent
4. Collection of private identifiable information without good reason
5. Misuse of the terms “confidential” vs. “anonymous”
6. For existing data, no information on the source of data
7. If minors involved, no assent AND parental consent form
8. Missing instruments and/or surveys referred in protocol
9. No literature review provided to support purpose of research
10. Data being collected is unclear