

RIDOC Planning & Research – Research Request Initial Review Checklist

Research Title: _____

Primary Researcher's Name: _____

Phone # and email: _____

Date Research Request submitted: _____

Instructions: Please check one box for each item.

Complete for all research requests:

- Yes No 1-Page project abstract (summary)
- Yes No Goals and objectives of research
- Yes No Measurable outcomes
- Yes No Identify RIDOC resources (including personnel) needed to conduct research
- Yes No Description of the sampling procedures for selecting subjects and/or records
- Yes No Description of selection criteria for subjects and/or records (eligibility)
- Yes No Description of procedures for data collection
- Yes No Copies of all questionnaires, data collection forms, tests to be used
- Yes No Schedule of administration
- Yes No Potential impact on institutional operations
- Yes No Description of anticipated finished product (presentation, journal article, paper for school)
- Yes No N/A If researcher is a student, name and contact information for professor supervising research
- Yes No N/A Copy of research request forwarded to affected Warden(s): _____

Complete for ***behavioral and medical research requests ONLY***, please check one box for each item:

- Yes No Copies of Informed Consent documents addressing:
- Yes No A statement describing the research
- Yes No A description of potential risks and/or discomforts to subjects
- Yes No A description of any benefits of the research
- Yes No N/A A statement regarding financial compensation, if applicable
- Yes No Disclosure of appropriate alternative procedures/treatments
- Yes No An adequate description of how confidentiality will be maintained and records will be stored
- Yes No N/A A statement regarding compensation and medical treatment if study involves more than minimal risk
- Yes No An explanation of who to contact for answers to questions
- Yes No A statement that participation is voluntary
- Yes No A statement that confidentiality must be broken if a threat to institutional security is disclosed
- Yes No IRB Approval (usually noted on the Informed Consent)
- Yes No MRAG Application Form