**Checklist for REC reviewers**

*\*note this checklist is for ease of reference when reviewing proposal materials; however, you should still* *submit a completed reviewer gu*idelines document for each proposal you review

* Clearly explained procedures from start (i.e. participant recruitment) to finish (i.e. data analysis and storage)
* Identification and explanation of any conflicts of interest (even perceived) and / or status position of investigator(s) relative to participants.
* Consent form follows REC template and discloses any and all potential risks regardless of how small / minimal they may be
  + Note risks may include physical, emotional / psychological, social, employability, financial, etc.
* Consent form has either signature space and / or agreement checkboxes (e.g. for surveys)
* For online surveys please check for the following:
  + The actual question pro link is provided and functions properly
  + Consent form is first page
  + You cannot continue to the rest of the survey without agreeing to participate via a checkbox (or some other mechanism in the survey)
  + Consent form includes any provided resources (i.e. crisis / help lines, etc.) as needed
  + There is a way for participants to download or link to a separate document to save a copy of the unsigned consent form—including any required resources
* Site permission letter(s) is (are) provided as needed
* Note whether or not additional approval by Spalding administration may be required. For example- recruitment at Spalding will require additional approvals as follows:
  + Campus-wide graduate students only- Dean of Graduate Education (and Provost per the discretion of the Graduate Dean)
  + Campus-wide undergraduate students only- Dean of Undergraduate and Graduate Students (and Provost per the discretion of the Graduate Dean)
  + Campus wide-everyone- both Deans and Provost
  + Other approvals such as department chairs may be required depending on the target population.
  + These approvals are sought by the REC chair typically after REC review and approval.
* Any survey or questionnaire tools, interview or other research protocols must be provided in their entirety for review