

Departmental Scientific or Scholarly Merit Review of Research Protocols Involving Human Subjects

Instructions: All protocols involving human subjects must undergo scientific or scholarly review by an internal departmental review committee, or alternately, the review process can be ceded to the funding agency to which the application is submitted. The purpose of the review, which must take place prior to submission to the Institutional Review Board (IRB), is to ensure that the approach is sound and the research design will yield valid results. **For reviews ceded to the external funding agency, please complete Sections I, III and IV. For departmental reviews, complete all four sections.**

Section I. Proposal Identification

Principal Investigator _____

Project Title _____

Section II. Departmental Review (*Not to be completed if the review is ceded to external funding agency.* If the department does not include individuals who are capable of evaluating the scientific or scholarly merit of a particular proposal, it is the responsibility of the department chair or designated representative to have the protocol reviewed by an appropriate authority not involved in the study in question.)

Will the research design yield valid results? (Please explain in space below) YES NO

Does the research utilize acceptable practice for the discipline? (Please explain in space below) YES NO

Does/Do the investigator(s) possess adequate qualifications to conduct the research? (Please explain in space below) YES NO

Section III. Reviewing Official

Notice to Reviewers and Reviewee:

If the reviewed protocol receives affirmative responses to all questions, protocol can be forwarded to department chair and HSPP for IRB Submission

A copy of all previous reviews of this protocol must accompany resubmissions.

____ Departmental Reviewer / Review Committee:
(If committee, Committee Chair name and signature)

Signature Printed Name Date of Review

OR

____ External Funding Agency

Name of Organization (Department retains documentation of review by outside agency)

Section IV. Department Chair Approval (Note: to be completed by department chair only if review was affirmative)

I, as department chair, certify that the above review for scientific or scholarly merit has taken place and the protocol has been approved. In addition, I certify that this proposal has been reviewed for resource allocation and those department/unit resources are available to conduct the proposed study.

Signature (Department Chair) Date

HSPP – Human Studies Protections Program (formerly Human Studies Committees)

IRB – Institutional Review Board