**FACULTY ADVISOR REVIEW FORM**

**Instructions:**

**Instructions for Student Investigators:**

This document is required for Intial Application Submissions only. Please provide your Faculty Advisor with this document and ask them to complete the attached Faculty Advisor Review Form before you submit your protocol to the IRB for review. The form must be signed by the Faculty Advisor. When complete, the form must be uploaded to the HRP-211 Initial Application Form in eRA before the IRB will review your research study.

**Instructions for Faculty Advisors:**

As the Faculty Advisor to a student conducting Human Research at CU Boulder, you have specific responsibilities to ensure that the research is appropriately designed; fully, clearly, and accurately described in the documents submitted for review; and conducted in accordance with the documentation Approved by the IRB. We are asking that you review the researcher’s study materials and complete and sign the attached form. The Faculty Advisor Review Form addresses the specific issues that the IRB asks you to ensure are complete prior to the student submitting their study for review. If you have concerns about the study, please address them with the student before they submit their work to the IRB for review. Please use as much room and as many pages as you need. If there is information missing or you are not able to make the determinations below, please work with the student researcher to resolve any problems with the study prior to the study being submitted to the IRB.

**Once you have completed the form, please sign the document, and provide it to the student to be included in their submission to the IRB in eRA.**

Thank you very much for your help.

## **FACULTY ADVISOR REVIEW FORM**

I have reviewed [**name of PI**]’s human research protocol, **[title of research protocol].**

I have made the following findings:

|  |
| --- |
| Are the objectives clearly stated to address the research question or hypothesis?  |
| [ ] Present/Acceptable | [ ] Present/Not Acceptable | [ ] Not Present |  |
| Reviewer's Comments:  |
| Has the investigator presented enough background information to follow the logic behind the development of the project and where the project fits in the current or recognized research field? |
| [ ] Present/Acceptable | [ ] Present/Not Acceptable | [ ] Not Present |  |
| Reviewer's Comments:  |
| Does the investigator have the expertise to execute the methods or does the FA have the expertise to give oversight to allow the research to proceed? |
| [ ] Present/Acceptable | [ ] Present/Not Acceptable | [ ] Not Present |  |
| Reviewer's Comments:  |
| Will the proposed design enable the investigator to meet the objectives? |
| [ ] Present/Acceptable | [ ] Present/Not Acceptable | [ ] Not Present |  |
| Reviewer's Comments:  |
| Are all the necessary resources available (i.e., FA support, equipment, instrumentation, lab space, computing resources, etc.), or reasonably be obtainable? |
| [ ] Present/Acceptable | [ ] Present/Not Acceptable | [ ] Not Present |  |
| Reviewer's Comments:  |
| Is there a data security/data management plan in place?  |
| [ ] Present/Acceptable | [ ] Present/Not Acceptable | [ ] Not Present |  |
| Reviewer's Comments:  |
| Is the proposed schedule for the study realistic? i.e., will the study be completed on time? |
| [ ] Present/Acceptable | [ ] Present/Not Acceptable | [ ] Not Present |  |
| Reviewer's Comments:  |
| Is the plan to analyze the research data well designed and appropriate for the study objectives plan outlined in the protocol? If needed, has the team met with a statistician or do they have their own statistical support? |
| [ ] Present/Acceptable | [ ] Present/Not Acceptable | [ ] Not Present | [ ] Not Applicable |
| Reviewer's Comments:  |
| Are the inclusion and/or exclusion criteria appropriate to the nature of the research, subject population, etc.?  |
| [ ] Present/Acceptable | [ ] Present/Not Acceptable | [ ] Not Present |  |
| Reviewer's Comments:  |
| If applicable, are the controls appropriate? |
| [ ] Present/Acceptable | [ ] Present/Not Acceptable | [ ] Not Present | [ ] Not Applicable |
| Reviewer's Comments:  |
| Has subject attrition been considered? |
| [ ] Present/Acceptable | [ ] Present/Not Acceptable | [ ] Not Present | [ ] Not Applicable |
| Reviewer's Comments:  |
| Have Supporting Documents (recruitment material, data collection instruments, etc.) been created and are appropriate for the research study. |
| [ ] Present/Acceptable | [ ] Present/Not Acceptable | [ ] Not Present | [ ] Not Applicable |
| Reviewer's Comments:  |

Please ensure the student has adhered to the following requirements:

[ ]  The Protocol and Consent Documents (at a minimum) are in Word format

[ ]  The Protocol and Consent Form (if required) are the most recent version available on the IRB website

[ ]  CITI training has been completed by the Faculty Advisor, student researcher and all other study personnel

[ ]  DEPA form has been completed by all study personnel

Other comments or suggestions:

**[If you have any other comments about this study that you believe would aid the Institutional Review Board in its review of this study, please add them here.]**

I acknowledge that I have reviewed my students research and completed this document.

**Name and title**

**contact information (email preferred)**