

Before You Start Collecting Data for a Survey Research Project...

Review the questions below and take the actions noted, if necessary. **Don't risk having your study suspended or closed by the IRB and losing the data you have already collected!**

Do your recruiting materials mention that your research has been reviewed by the UTC IRB?

NO?



Communicating this information and including your IRB protocol number helps people know that your research is legitimate and increases the likelihood that they will participate.

Have you changed your recruiting methods, your survey questions, or your informed consent information since you received IRB approval for your project?

YES?



You must let the IRB know about your changes. Go to the IRB website, download a copy of *Form B: Application for Changes*, fill it out, and send it to irb@utc.edu. Do not begin your study until the IRB approves your revisions.

Is the consent information that was included in your IRB application presented within your recruiting e-mails and/or at the beginning of your survey?

NO?



Your research must be implemented as you indicated in your application. Failure to do so may result in the suspension of your research project by the IRB.

Do you communicate in your recruiting materials and the introduction to your survey that people must be at least 18 years of age to participate in the research?

NO?



Survey research that has been certified as exempt cannot include minors. Have participants affirm the following statement before they can access survey questions: "I affirm that I am at least 18 years of age, understand the information provided about the research, and voluntarily consent to participate in this study." If the survey includes an age question and one of the possible answers is "Under 18," confirm that the survey is programmed to prevent anyone who selects this answer from proceeding.