

TOP TEN REASONS IRB PROTOCOLS ARE RETURNED TO PI PRIOR TO APPROVAL

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10. Forms filled out incompletely or incorrectly.
9. Missing forms (e.g. NIH or CITI training; HIPAA Waiver)
8. Lack of access permission letter on agency letterhead
7. Inconsistent information throughout protocol
6. Missing or vague recruitment materials (e.g. recruitment flyer, e-mail invitation, follow-up email)
5. Participant materials at too high readability level
4. Incomplete informed consent form
3. Vague recruitment, informed consent, data collection, data analysis, or data storage/destruction procedures
2. Failure to follow instructions
1. Inadequate participant protection procedures (e.g. privacy, confidentiality)