

Minnesota State University, Mankato
Institutional Review Board for the Protection of Human Subjects in Research

Level I Review Checklist

This checklist must be attached to the IRB proposal. Level 1 Checklists that are received separately from the IRB proposal will be returned unreviewed. Proposals eligible for Level I review must fall under certain categories of activities involving **less than a minimal risk** to the human participants. All components of proposed research activities must fall under one or more of the categories below. Check all categories that apply for proposed research. **If proposed research involves special or vulnerable populations such as cognitively impaired persons, prisoners, and captive populations, the research is not eligible for Level I review.**

1. _____ Proposed research activities involve children (under age 18). Research will be conducted in an established or commonly accepted educational setting, involving normal educational practices such as standardized educational testing, instructional strategies or techniques, curricula or classroom management methods, or observations of public behavior in which the investigator is not participating in the behavior. This usually requires permission of the participating institution. **(This is the only category that permits the use of children as subjects for Level I review.)**

2. _____ Proposed research activities involve the use of standardized educational tests, surveys, interviews, or observation of public behavior. However, surveys, questionnaires, and interviews cannot deal with sensitive personal topics. To be eligible for Level I review, research must also comply with either of the following categories (please explain in proposal):
 - a. _____ Information obtained will be recorded so that human subjects cannot be identified, directly or through identifiers linked to the subjects.

 - b. _____ Any disclosure of the human subjects' responses will not place the subjects at risk of criminal or civil liability or be damaging to the subject (financial standing, employability, or reputation.)

3. _____ Proposed research activities use standardized educational tests, surveys, interviews, or observations of public behavior of elected or appointed public officials or candidates for public office.

4. _____ Proposed research involves the collection or study of existing data, documents, records, or specimens, if made publicly available, or if the data will be recorded by the investigator in such a manner that subjects cannot be identified, even by the investigator, directly or through identifiers linked to the subjects. This cannot apply to educational and medical records, which require additional permission and/or consent as required by law.

5. _____ Proposed research activities involve taste and food quality evaluation, and foods are wholesome and safe.

I certify that all proposed research activities qualify for Level I review based upon the above criteria.

Principal Investigator (Must be MSU faculty or MSU professional employee)

Date

IRB Administrator

Date