**Instructions**: These DOJ requirements *differ from* or are *additional to* our current HRPP policies and must be met prior to initiating human research activities, when applicable.

***IRB Manager:***

* *Attach this checklist in eProtocol when completed.*
* *Send comment(s) as appropriate*
* *Refer to Guidance GUI-42 for more information as needed.*

|  |  |
| --- | --- |
| **PD:** | **Protocol ID:** |
| **Checklist completed by** (IRB Staff name)**:** | **Date:** |

1. **Review for the Following Conditions:**
2. **Yes  No  Is Research Design adequate to contribute to the advancement of knowledge** ***about corrections*?**
3. **Yes  No  Participant Protections and Payment addressed:**

Yes  No  Risk to subjects minimized and reasonable in relation to anticipated benefits.

Y**es  No** Selection of subjects *within any one institution* must be equitable.

Y**es  No** When applicable, informed consent must be sought and documented.

Y**es  No** There may be no incentives to persuade inmate subjects to participate (soft drinks and snacks to be consumed at the test setting allowed): Reasonable accommodations may be offered to non-confined research subjects when certain criteria are met.

1. **Informed Consent:**

**Yes  No  Is Waiver of Documentation requested?**

**If “yes”,**  sendComment **42-DOJ-waiver**

**Yes  No  *Required elements*** for the written consent document *include*:

* + A statement that participation is completely voluntary and that the participant may withdraw consent and end participation in the project at any time without penalty or prejudice (the inmate will be returned to regular assignment or activity by staff as soon as practicable);
  + Anticipated uses of the results of the research;
  + A researcher may not guarantee confidentiality when the subject indicates an intent to commit future criminal conduct or harm himself/herself or someone else, or, if the subject is an inmate, indicates an intent to leave the facility without authorization;
  + A statement that participation in the research project will have no effect on the inmate participant's release date or parole eligibility.

1. **Send Comments for All New DoJ protocols:**

Reporting by Researchers or Institution must follow certain guidelines & timeframes.

Y**es**  *IRB Manager has:* (i) Sent Comment**42-DOJ**,

(ii) If National Institute of Justice (NIJ) funded also sent Comment **42-DOJ-NIJ**,

(iii) Added to “IRB Admin Notes” in eProtocol.