

Human Subjects Research Tracking Checklist

Project Title:

Human Subjects Protocol Number:

Principal Investigator or Lead Faculty Member:

Lead Graduate Student:

Other Project Personnel:

Pre-Data Collection

Item	Date completed	PI initials
1. All project personnel have completed the IUPUI on-line tutorial on human subjects research or equivalent course		
2. Preparation of the experimental protocol. The PI and graduate student have reviewed the protocol and agreed upon one of the following:		
a. No approved protocol presently exists for this experiment.		
b. Changes have been made to the experimental procedure or consent form covered by a previously approved protocol, which require re-approval by the Office of Human Subjects Research.		
c. The procedure and consent form are identical to that covered by an approved protocol, with the exception of very minor changes that do not require re-approval by the Office of Human Subjects Research.		
3. If option 2a or 2b applies, a new or revised protocol has been submitted to the Office of Human Subjects Research; and approval has been granted. (Attach copy of newly approved protocol to this sheet.)		
4. Advertisements for subjects have been posted as described in the approved protocol.		
5. The subjects have been chosen. (Attach list to this sheet.)		
6. The experimental protocol has been reviewed by all project personnel, and rehearsed by the graduate student and the PI or an individual designated by the PI.		

Post-Data Collection

Item	Date completed	PI Initials
1. The graduate student has made a copy of all consent forms, and given the originals to the PI.		
2. The consent forms have been reviewed by the PI and checked against the list of subjects and the data collected.		
3. All unnecessary information that would identify the subjects has been removed from the data.		
4. All subjects have been paid.		
5. The consent forms have been filed in a secure location by the faculty member with the approved protocol and this checklist.		