Most Common Protocol Errors:

1. Provide copies of all measures (surveys, interview questions, standardized tests, etc), recruitment materials (posters, letters, emails, etc), approval letters, funding proposals, debriefing, and consent forms. If any of the materials will be translated into another language, please provide the translated copies.

2. Describe the criteria for participant inclusion. Include conditions that would prevent people from participating. Provide justification if study will be limited to one gender or to certain ethnic groups.

3. Describe the benefits to participants or to society. If there are no direct benefits, say there are no direct benefits to participants. State what indirect benefits would include.

4. Describe compensation. If participants will only receive partial compensation based on how much of the study they complete, this needs to be described.

5. Describe compensation. If extra credit is offered, what are the alternatives? Is compensation prorated based on how much of the project the participant completes?

6. Make sure to check the start and end dates on the protocol.

7. Include permission letters from participating institutions.

8. CITI training not completed (Group 1 or 2 Basic or Refresher Course for Human Research Curriculum).

Most Common Informed Consent Errors:

1. State where the study will be conducted and how long participation will take.

2. Provide a description of the content of the questions and/or provide examples.

3. State that participants must be 19 or older or have parental permission to participate.

4. Describe the risks and how they will be minimized. In greater than minimal risk studies, include available counseling and medical services and who will pay for these services. If there are no risks, state there are no known risks.

5. Describe compensation. If participants will only receive partial compensation based on how much of the study they complete, this needs to be described.

6. For student projects the adviser’s name and phone number should also be included.

7. Do the instructions and details in the protocol agree with what you stated in the informed consent form?

8. If participants are students, describe how coercion will be eliminated when investigators are teaching the class.
   a. Participation cannot be course requirement. Students may be asked to complete the measures as a course requirement, but have the right to say they do not want their data included in the research study.
   b. If the PI is the instructor of a course, someone other than the PI should explain the study obtain IC.
   c. For projects done in class, state that by participating or not, their grade will not be affected. Also state what those who choose not to participate will be doing.
   d. If extra credit is given, alternatives to participation must be provided.

9. Informed consent form must be on UNL letterhead. If online survey, submit a copy as participants will see it.