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| Retention Incentive Review ChecklistIRB-HSR#/ UVA Study Tracking #:  |
| ***If any of the questions below are answered YES by the Compliance Coordinator, the submission will be sent to the Full Board for review. If reviewed by the Full Board, items 2 and 3 below will be assessed by the full board reviewer.******If all questions below are answered NO, the Retention Incentive may be approved via expedited review process- see AG 3-9.*** |
| **YES** | **NO** | **N/A** | **QUESTION** |
| [ ]  | [ ]  | [ ]  | 1. Any item described as Retention or Incentive is valued at $25.00 or more for minors or $50 or more for adults.

 *(If YES, Full Board is required.)* |
| [ ]  | [ ]  | [ ]  | 1. Non-monetary rewards or retention incentives includes the offer of excessive or inappropriate reward OR exerts **undue influence** in order to obtain compliance. Take into consideration if a vulnerable population is being recruited.
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| [ ]  | [ ]  | [ ]  | 1. Non-monetary reward or retention incentive is **coercive** in that the item presents overt or implicit threat of harm or negative consequences that are intentionally presented in order to obtain compliance. Take into consideration if a vulnerable population is being recruited.
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| **IRB-HSR Compliance Coordinator: See AG 3-9 for instructions regarding receipt, review & approval of Retention Incentives.**  |

**FULL BOARD REVIEW**

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| **INSTRUCTIONS:**  Answer items 2 and 3 above and check one item below.**[ ]  Retention items are approved for use.** Retention Incentives do not offer excessive or inappropriate reward or exert undue influence in order to obtain compliance. Retention Incentives are not coercive in that the items do not intentionally present overt or implicit threat of harm or negative consequence in order to obtain compliance. [ ]  **Retention items are not approved for use.**  The Retention Incentives are not acceptable for use at UVA. The items offer excessive or inappropriate reward OR exert undue influence in order to obtain compliance. [ ]  **Retention items are not approved for use.**  Retention Incentives are coercive in that the items intentionally present overt or implicit threat of harm or negative consequence in order to obtain compliance. List specific concerns in Comments below. **Comments:**  |

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Reviewers Name Date of review