

**UNIVERSITY OF NORTHERN IOWA INSTITUTIONAL REVIEW BOARD (IRB)  
Oral History Screening Form**

**Instructions for Submission**

1. **Download** and complete most current form version at <https://rsp.uni.edu/IRB-forms>.
2. In order for this form to save your changes, you must **open it directly using Adobe Acrobat** (e.g., Adobe Acrobat Pro or Acrobat DC), not through an internet browser. If it was automatically opened in your browser, close it, go back, and download/save the blank form to your computer, and then open it using Adobe.
3. **Email form** to [lisa.ahern@uni.edu](mailto:lisa.ahern@uni.edu). If you are a student, you **must “cc” your advisor** on the email. **Wait for authorization** to proceed before contacting potential interviewees.
4. Submission of this application indicates that the Oral Historian and Faculty Advisor (if applicable) acknowledge they are responsible for ensuring that **all personnel involved comply** with university requirements, consent agreements, and professional guidelines for conducting oral history interviews.

**Project Title**

<b>Name</b>				<b>Email</b>
<b>Status</b>	<b>Faculty/Staff</b>	<b>Graduate Student</b>	<b>Undergraduate Student</b>	
<b>Department</b>				
<b>Faculty Adv</b>	<b>Advisor Email</b>			

**Other Personnel and Organizations**

List names, emails, and departments for all other personnel who will be involved with the project.

**Planned repository for recordings and/or transcripts:**

<b>Est. Start Date</b>	<b>Est. End Date</b>
------------------------	----------------------

**Certifications** (check all that apply)

As an oral history project, this activity does not involve research questions, data analysis, or interpretation to answer research questions. There is no intention to draw conclusions and/or generalize findings to a group or community.

The interviews (or historical recollections) will be recorded and archived in a library or other public repository, unless access restrictions are requested by the narrator.

The oral historian will use a written, signed informed consent document and a deed of gift to the repository. These documents will be in understandable language and explained to narrators.

Appropriate care and storage of recordings and transcripts will be exercised, particularly when access restrictions are requested by the narrator during the consent/release process.

The oral historian is familiar with and hereby agrees to adhere to all tenets of the [Principles and Best Practices for Oral History](#).

**If any one of these items does not apply, you must submit a Standard Application for IRB review.**

Note: The oral historian is responsible for seeking guidance from the IRB if any concerns arise before, during, or after an interview regarding informed consent or confidentiality/access restrictions.