**Artificial Intelligence Review Committee (AIRC)**

**Human Subjects Research - Streamlined Rubric**

Version: 2.0 (December 2025)

Use this rubric for: Lower-risk human subjects research using validated or commercial AI tools, or studies with exempt status under 45 CFR 46.104.

Administrative Information

| **Field** | **Information** |
| --- | --- |
| Protocol Number |  |
| Principal Investigator |  |
| Project Title |  |
| Date of Review |  |
| AIRC Reviewer(s) |  |
| AI Tool/Model Name and Version |  |
| IRB Status (only check one) | Exempt  Expedited  Full Board |

Instructions for Reviewers

* Rate each domain on a 1-4 scale
* Use N/A if an item does not apply (justify)
* Select "Insufficient Documentation" if unable to score
* Critical Rule: Score of 1 in any domain = Overall "Not Acceptable"

**Domain 1: Data Quality & Privacy**

Purpose: Ensure data are appropriate, representative, and privacy is protected.

Scoring Criteria

| **Score** | **Description** |
| --- | --- |
| 4 - Exemplary | Comprehensive data documentation, representative datasets, enterprise-grade privacy protections, and detailed consent addressing AI use |
| 3 - Proficient | Clear data documentation, adequate representativeness, appropriate privacy measures, consent addresses AI |
| 2 - Basic | Minimal data documentation, limited representativeness analysis, basic privacy measures, consent mentions AI briefly |
| 1 - Deficient | Poor documentation, unrepresentative data, inadequate privacy protections, consent does not address AI |

Reviewer Assessment

| **Item** | **Rating** | **Comments** |
| --- | --- | --- |
| Domain 1 Score (1-4) | [blank] | [blank area for comments] |
| ☐ N/A - Justification: |  |  |
| ☐ Insufficient Documentation |  |  |

**Domain 2: Fairness & Risk**

Purpose: Ensure AI performs equitably, and risks are managed appropriately.

Scoring Criteria

| **Score** | **Description** |
| --- | --- |
| 4 - Exemplary | Comprehensive bias evaluation across subgroups, proactive mitigation, detailed risk assessment with safeguards, and vulnerable population protections |
| 3 - Proficient | Bias evaluated across major groups, mitigation plan documented, risks identified with safeguards, and appropriate protections |
| 2 - Basic | Limited bias assessment, vague mitigation, minimal risk assessment, basic safeguards |
| 1 - Deficient | No bias assessment, no mitigation, inadequate risk assessment, insufficient protections |

Reviewer Assessment

| **Item** | **Rating** | **Comments** |
| --- | --- | --- |
| Domain 2 Score (1-4) | [blank] | [blank area for comments] |
| ☐ N/A - Justification: |  |  |
| ☐ Insufficient Documentation |  |  |

**Domain 3: Transparency & Validation**

Purpose: Ensure AI is appropriately documented and validated.

Scoring Criteria

| **Score** | **Description** |
| --- | --- |
| 4 - Exemplary | Algorithm fully specified, comprehensive performance metrics with validation evidence, clear human oversight, and formal version control |
| 3 - Proficient | Algorithm documented, adequate performance metrics, human oversight defined, version tracking in place |
| 2 - Basic | Algorithm identified with limited detail, basic metrics, vague oversight, minimal version control |
| 1 - Deficient | Algorithm unclear, missing metrics, no oversight defined, no version control |

Reviewer Assessment

| **Item** | **Rating** | **Comments** |
| --- | --- | --- |
| Domain 3 Score (1-4) | [blank] | [blank area for comments] |
| ☐ N/A - Justification: |  |  |
| ☐ Insufficient Documentation |  |  |

**Domain 4: Security & Governance**

Purpose: Ensure adequate data security and institutional oversight.

Scoring Criteria

| **Score** | **Description** |
| --- | --- |
| 4 - Exemplary | Enterprise-grade security, multi-layered access controls, a formal data management plan, and a comprehensive governance framework |
| 3 - Proficient | Adequate security meeting standards, access controls in place, data management documented, and governance appropriate |
| 2 - Basic | Basic security measures, limited access controls, minimal data management, vague governance |
| 1 - Deficient | Inadequate security, no access controls, no data management plan, no governance |

Reviewer Assessment

| **Item** | **Rating** | **Comments** |
| --- | --- | --- |
| Domain 4 Score (1-4) | [blank] | [blank area for comments] |
| ☐ N/A - Justification: |  |  |
| ☐ Insufficient Documentation |  |  |

**Final Score Calculation and Recommendation**

**Score Summary**

| **Domain** | **Score (1-4)** |
| --- | --- |
| Domain 1: Data Quality & Privacy | [blank] |
| Domain 2: Fairness & Risk | [blank] |
| Domain 3: Transparency & Validation | [blank] |
| Domain 4: Security & Governance | [blank] |
| Total Score (Range: 4-16) | [blank] |

**Critical Deficiency Rule**

| **Check if applicable** |  |
| --- | --- |
| ☐ One or more domains scored 1 | *(If checked, Final Recommendation MUST be "NOT ACCEPTABLE")* |

**Final Recommendation**

**Select One:**

 ACCEPTABLE - Forward to IRB with approval recommendation

 MODIFICATIONS REQUIRED - Return to submitter with feedback below

NOT ACCEPTABLE - Reject; major revision required

Required Modifications (if applicable):

[Large blank area for listing required changes]

**Overall Summary**

Strengths:

Concerns:

Additional Comments:

Signatures

| **Role** | **Signature** | **Date** |
| --- | --- | --- |
| Reviewer | [blank line] | [blank line] |
| AIRC Chair/Designee | [blank line] | [blank line] |