APPLICATION FOR IRB REVIEW OF RESEARCH WITH HUMAN SUBJECTS

Electronic Submission to Area Reviewer is Required\*

**Principal Investigator:**

**Title of Project:**

**Date application submitted:**

(Please allow up to 2 weeks for IRB approval)

**Status of Applicant (Faculty Member, Administrator/Staff, Student):**

**If Student Applicant, provide:**

 **Name of on-campus faculty advisor:**

**A faculty advisor must review your application prior to submission for review. Has your advisor reviewed this application? (Yes, No):**

**Have you completed a research ethics training course of module? (Yes, No):**

If Yes, please indicate when, where, and with whom the ethics training was completed (this might be part of your departmental methods course or as an online module assigned by a faculty mentor/advisor. Examples that satisfy ethics training include completion of PSYC390 Experimental Methods, ANSO245 Qualitative Research Methods, or other courses that have deliberate and substantial ethics training components, or by completion of an online ethics training module such as “responsibleresearch.org” or “phrp.nihtraining.com”):

**Attach to this application a copy of your ethics training completion** (e.g., screenshot from when you completed the training).

If No, stop the application process. You may not receive IRB review until you have completed ethics training.

**Is this research part of your SIP (Yes, No):**

**Is this research in connection with a fellowship application? (Yes, No):**

 **If yes, state fellowship:**

 **Anticipated graduation year and major:**

# Please provide the following information relating to your application:

1. What is the purpose of the proposed study?

1. Describe the proposed subject sample including expected ages, genders, total number of subjects (including control subjects), and source of subjects. If subjects under the age of 18 will participate in your research, indicate the sample’s expected age range.

1. Briefly describe all research procedures that will apply to human subjects. You must address each of the following questions:
2. How will subjects be recruited and selected? Please note if any of the following groups will be included as subjects: Prisoners, pregnant women, the seriously ill, or mentally or cognitively compromised adults.

1. Approximately how much time each subject is expected to devote to the research. How will data be collected and recorded (With or without identifiers? What instruments, materials, or equipment will be used? Will audio or videotapes be used in data collection?). Attach copies of all written instruments and/or describe any apparatus with which subjects will be in direct contact. Attach copies of all proposed tests, surveys, or questionnaires used in the research. If the written instrument is not ready at the time the application is submitted, a description of the topics or an approximate script should be submitted. In some cases, more specific details of questions to be used may be required.

1. Describe methods for obtaining informed consent. If identifying information is collected (e.g., names), this should be clear in consent form. For minors, describe methods of obtaining informed assent and consent, indicate how the consent of parents or legal guardians will also be obtained. Attach copies of all materials used to obtain informed consent or assent.

1. Describe methods for preserving confidentiality (keeping subjects’ data private). Indicate who will have access to data and include plans for storing/disposing of tapes and other data records at the conclusion of the research.

1. Will deception be used? If so, provide a scientific justification for its use and describe debriefing procedures. [If the research is such that debriefing cannot be carried out, the project must be submitted for full committee review.]

1. Indicate any benefits that are expected to accrue to subjects as a result of their participation in the research. In the event that subjects will be paid, describe all payment arrangements, including how much subjects will be paid should they choose to withdraw from the study prior to completion of the research. If subjects awarded extra credit in a course, students choosing to not participate in the study must be offered an alternative extra credit assignment comparable in time commitment/difficulty as the study.

1. Describe any relationship between researcher and subjects, such as: Teacher/student; superintendent/principal/teacher; employer/employee. If such a relationship exists, how will it affect the subject’s ability to participate voluntarily and how will the principal investigator handle it?

1. Indicate any grant support (internal or external) or commercial support for the project. Note: All externally funded projects must receive IRB review.

# Go through the IRB Checklist one more time:

      Completed ethics training.

      All questions in the application have been answered completely using complete sentences when necessary.

      A complete Consent Form specific to your research proposal is part of your application form/document.

      A complete Assent Form specific to your research proposal is part of your application form/document if your research will involve minors.

      Copies of types of questions to be used with human subjects attached to end of application document (e.g. copies of questions to be used in interviews, on surveys, on tests, etc.). Any significant changes in materials must be approved by IRB.

      A copy of any recruiting materials is attached to end of application document, if applicable (e.g. posters that might be displayed on campus to recruit volunteers, etc.).

      Include all documents (the application, consent/assent forms, research materials, recruiting materials, and ethics training certificate) in ONE document

      Saved application using last name and department.

      Sent to faculty supervisor (if you are a student) for their approval before submitting application to IRB.