APPLICATION FOR IRB REVIEW OF RESEARCH WITH HUMAN SUBJECTS
Electronic Submission to Area Reviewer is Required*

Principal Investigator:

Title of Project:

Date application submitted:

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”):

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?

2. 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.

3. 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.

4. Briefly describe all research procedures that will apply to human subjects. Be sure to indicate:
   a. How will subjects be recruited?
   b. 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.
   c. Methods for obtaining informed consent and assent in the case of minors. For minors, 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.
   d. Methods for preserving confidentiality (including plants for storing/disposing of tapes and other data records at the conclusion of the research).
   e. If deception is to be employed, 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.]
5. 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.

6. 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?

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

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<th>Checklist Item</th>
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<tr>
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<td>All questions in the application have been answered completely using complete sentences.</td>
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<td>For student applications, a faculty advisor has reviewed the completed application.</td>
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<td>Completed ethics training.</td>
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<td>Copies of types of questions to be used with human subjects have been attached to the application (e.g. copies of questions to be used in interviews, on surveys, on tests, etc…the “written instruments”). Note that any significant changes in written instruments must obtain approval from IRB.</td>
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<td>A complete Consent Form specific to your research proposal is attached (see examples on-line for guide)</td>
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<td>A complete Assent Form specific to your research proposal is attached if your research will involve minors (see examples on-line for guide)</td>
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<td>A copy of any study participant recruiting materials is attached, if applicable (e.g. posters that might be displayed on campus to recruit volunteers, etc.)</td>
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<td><strong>All materials have been assembled electronically</strong> (unless not reasonably feasible) and submitted as a single packet to the appropriate area reviewer at least 2 weeks prior to anticipated start of project and no later than 8th week of spring term for each academic year.</td>
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*Area Reviewers: Fine Arts/Humanities Divisions – Shreena Gandhi; Natural Science Division – Vivien Pybus; Anthropology/Sociology, Political Science, HDSR – Laura Barraclough; Psychology, Economics, Area of Studies, History – Bob Batsell; Chair – Laura Furge*