

**Antioch College**

**Application for Institutional Review of Research Using Human Participants**

**Date:­­­­­­­­­­­­­­­­­­**

**Principle Investigator (PI):**

**Other Researchers:**

**Phone number(s):**

**Email address(es):**

**NIH Human Subjects Training completion # (for PI):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty research sponsor (if PI is a student):**

**Course name and number (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Research project title:**

***For IRB member use only:***

**Submission status:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of approval (if approved):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IRB approval #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please answer all questions (attach additional documents as needed):**

1. **Briefly provide, in non-technical, lay-terms (for reviewers outside your area), the following information:**
   1. Describe the purpose of your study and the reason(s) this study is needed. Include a description of your hypothesis or research question.
   2. Provide a complete description of the study’s procedures (including the order in which they take place). Identify and distinguish procedures that are being performed solely for research purposes from any activities that would otherwise occur. Include information about audio- or videotaping and/or any records that may be accessed or created (e.g., educational records or videorecordings). Where will these records be stored and how will access permissions be maintained? How long will these records be maintained, and how will these records be deleted? ***Federal research guidelines require that all research records be maintained for a minimum of 3 years.***
   3. Attach all project statements, questionnaires, surveys, interview questions, release forms, etc. to be used in the project***. Importantly, include an informed consent and/or interview release form, as well as a debriefing form for participants.***
2. **Describe the participants and the selection process by which the participants are to be chosen.**
3. **State the duration of the study AND the duration of an individual’s participation. State how a participant may end their participation.**
4. **Participant Identity, Confidentiality, and Informed Consent**
5. Are your participants to remain anonymous? Anonymity requires that the participants’ identities are unknown to the principal investigator and cannot be determined from the information gathered in the research. Explain how you will assure your participant’s anonymity.
6. Are your participants known, but their responses are to be confidential? Confidentiality implies that the principal investigator knows the identity of individual participants but will not share the responses or data in any way that reveals the participants in connection with their responses. Explain how you will assure your participant’s confidentiality.
7. Is the identity of your participants and their responses known and made available to the principal investigator, other research participants, and/or the general public (such as in an interview project)? If yes, answer a through c below.
   1. Describe how the interviews collected will be presented (in full form in an archive or edited for inclusion in a final class project).
   2. List intended and potential audiences (the general public or presentation attendees). If the interviews will be featured on the internet (such as a blog), please provide the url.
   3. State the length of time the interviews will be available as above (into perpetuity, one day, until blog is taken-off line).
8. **Explain your informed consent practices. Attach a copy of your informed consent and the debriefing that participants will receive. Attach all consent or release forms used in the project.**
9. **If your research requires exceptions to obtaining written informed consent, explain why such an exception is required (state how obtaining such consent would impinge upon your research). Describe the method you will use to assure participants are fully informed about the research project and made aware of their voluntary participation.**
10. **Does the nature of the research require deception? If YES, explain fully (describe the deception and why it is necessary to your study).**
11. **Indicate how participants will be able to obtain an abstract or summary of the completed study results or interview after their participation. (Note: This information could be included in your debriefing).**
12. **Explain any potential risks (economic, ethical, legal, physical, political, psychological/emotional, social, breach of confidentiality, or other) posed to participants by the proposed research.**
    1. What procedures will be used to minimize each risk?
    2. Explain how potential benefits of the study justify the potential risks to participants.
13. **State the research qualifications of the individuals who will have direct contact with the participants. List any workshops, courses, tutorials, or other educational experiences attended, at Antioch College or elsewhere, which have covered issues relevant to human participants research. Ensure the PI contact info AND Antioch IRB contact info is provided to project participants in your project statements.**

**Required Signatures for ALL PROJECTS**

I certify that I have read and understand the policies and procedures for research projects that involve human participants and that I intend to comply with the best practices referenced herein, and Antioch College policy. All of the information I have provided is accurate to the best of my knowledge. Any changes in this approved protocol will be resubmitted to the IRB for written approval prior to those changes being put into place (unless it involves an immediate safety issue for the participant during a procedure). I understand that if approved, my project must be reviewed at least annually. I also understand that as the principle investigator, I am responsible for informing other researchers involved with this study about the above protocol.

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Signature of Principle Investigator(s)

As a faculty research sponsor, I certify that I have ensured that the student research project is ethical and safe for human participants, compliant with all federal research regulations, and that the purpose, rationale, design, and methods of the study are scientifically sound. I certify that the student PI is qualified to conduct the proposed study and that the student PI is well-informed on the ethical conduct of human participant research.

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Signature of Faculty Research Sponsor (if student project)