**IRB Application**

This form is used by the researcher as their working document, as the online application does not permit a researcher to start and save progress. Applications must be submitted electronically via https://irbumu.wufoo.com/forms/irb-application-for-human-subjects/

**INVESTIGATOR INFORMATION PAGE**

Primary Investigator Full Name:

Additional Investigator Names:

Submission Date:

Email:

Anticipated Start Date (should be a minimum of 3 weeks from submission of application):

Project Title:

If any surveying is to be completed in the research, has the researcher reached out to the Office of Institutional Effectiveness regarding our survey policy? (If not please do so, current contact information is Aimee Huter)

**General Research Study Information Page**

If this is a student research project, please enter the name of the faculty member(s) overseeing this research proposal:
Put N/A if it does not apply

Please list which department(s) is overseeing the proposed research proposal

Is your faculty member overseeing this research study aware this application is being submitted for review? (yes, no, Does not Apply)

If you are a faculty or staff member proposing research, please indicate that you have informed your department chair or supervisor of the proposed research by typing their name and department associated with the proposed research below:

Data collection method being proposed:

* Confidential data collection methods - subject’s identity and/or private information will be known by the researcher during data collection but not
* Anonymous data collection methods – subject’s identity and/or private information will not be known by the researcher during data collection.
* Other- Research is required to reach out to the IRB Chair for discussion and review

Involvement of minors in this research:

* This research DOES NOT involve minors.
* This research may involve minors.
* This research does involve minors.

Risks to subjects in this research:

* This research poses no greater risk than what is normally experienced on a typical day.
* This research may pose greater risk and/or involves special populations.

Attach Human Participant Training Certificate(s) for all those involved in the research. This includes that of a student's faculty member or a faculty member's chair.

Next page has Assurance form questions to answer. Assurance training completion is needed as the investigator is attesting to the questions based on training. Investigators are held to their acknowledgement of the questions pertaining to assurance.

Example of questions:

* Will the participants be volunteers?
* Are the participants free to withdraw from the study at any time?
* Will the data collected be used for any purpose that is not approved by the participants?
* Will the participants' identity remain anonymous?
* Will participants be informed of the nature of their activity prior to participation?
* Will all reasonable attempts be made to minimize physical and/or psychological harm to the participants?
* Will individual data be confidential to everyone other than those involved in the research?
* Will all participant's questions be answered until they are satisfied?
* Will all participants consent prior to participation? Consent includes written, and/or electronic.
* Will valid consent be obtained from the parent or guardian if minors are participating? Please indicate ‘not applicable’ if there will be no minors in the study.

**Next page- Proposal Sections**

Purpose: [Explain the rationale for your project and state the question or issue that the project is intended to address.]

Significance: [Explain why this project is important to the field. Describe existing research on this topic and how it relates to your project. Explain how your work will extend the current knowledge base. Be sure to include in-text citations and full references after the description of the research. Note: The purpose and significance of a research project are factors in determining the risk/benefit balance of that project. If the purpose and significance of a research project are not clearly stated, the IRB may require revision in order to complete an adequate ethical review of the project.]

Method-Participants: **(you will be required to upload all recruitment materials)** [Please describe the participants you plan to include in your research. State the estimated number of participants, participant characteristics (age range, demographics, and any other relevant information), method of selection (e.g., random or otherwise, from a list of students, etc.), and how and with what information they will be recruited (e.g., during class sessions with instructor's permission, or mail, etc.). Please include copies of advertisements or recruiting letters if they will be used. If the participant sample selection is not random - that is, if specific populations (e.g., sex, ethnic group, age, etc.) are being targeted or excluded - justification is required.]

Method-Materials/Apparatuses/Assessment: **(you will be required to upload all documents that will be used within the methods for review)** [Describe the materials that are unique to your project. This includes things such as assessments or laboratory equipment that you will be using to collect data. Attach copies of all written materials to be shown to or used with participants during the data collection (e.g., questionnaires, interview questions, testing instruments). Videotapes should not be submitted; rather the researcher should describe the contents therein and include a link to the material if possible. If widely-accepted or standardized testing instruments will be used for questionnaires, etc., this fact should be made stated in the description. Note: The Methods and Procedure section should be written in such a way that all members of the IRB, including those who do not have expertise in the area of proposed research, can understand and assess. Technical terms, equipment, techniques, etc. should be clearly described and/or explained.]

Method-Procedure: [Describe the methods and procedures that you plan to use. State the length of time the participants will be involved. Please organize this section chronologically and describe the procedures as they will be experienced by the participant. Attach copies of all written materials to be shown to or used with participants during the data collection (e.g., questionnaires, interview questions, testing instruments). Videotapes should not be submitted; rather the researcher should describe the contents therein and include a link to the material if possible. If widely-accepted or standardized testing instruments will be used for questionnaires, etc., this fact should be made stated in the description. Note: The Methods and Procedure section should be written in such a way that all members of the IRB, including those who do not have expertise in the area of proposed research, can understand and assess. Technical terms, equipment, techniques, etc. should be clearly described and/or explained.]

Potential Risks and Benefits: [Describe the potential risks and discomforts to the participants. These may include, but are not limited to, risk of physical, psychological, emotional, social, legal, and economic harm. Researchers must show that they are aware of all possibilities. Also describe the potential benefits to participants.]

Minimization of Potential Risks and Protection of Confidentiality: **(you will be required to upload a consent and debriefing statement document)** [Describe the means taken to eliminate or minimize each potential risk cited above. In some studies, it is impossible to completely eliminate risk. However, researchers must still clearly and comprehensively state how adverse situations will be dealt with when they arise in the testing session and afterward. Be sure to describe how participants’ personal privacy will be protected and confidentiality of information will be maintained.]

If you are collecting data in locations other than Mount Union’s campus, you may be required to submit your Proposal to that institution’s review board and/or to an institutional official (director, supervisor, owner, etc.) for review. In such cases, you must provide Mount Union’s IRB with a copy of the signed permission statement or letter for each off-campus site where research data will be collected from staff, clients, and/or students. This letter must state that the Research Proposal has been read and understood and that the institution is willing to participate. This letter must be on official stationery and must be signed by the appropriate official. If this applies to the proposed study, attach a copy of the off-campus permission that has been obtained.

If the proposed study is funded by an outside agency, attaching a copy of the funding proposal will need to be uploaded.

Last page is verifying the proposal. Your IRB application is complete. SUBMIT

**Additional Tips to Consider:**

All submitted applications will require all certifications of training completion from all researchers and advisors overseeing the research. If there are more than 5 attached to a research project compile all certifications into one document for submission.

* Submission of a faculty’s department chair certification of training is required if oversight is conducted.

If this is a student research project, is your faculty advisor aware that this application is being submitted for review and they have reviewed it in its entirety?