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| Institutional Review Board (IRB) Application for Review of Research  Involving Human Subjects |

**Instructions & Acknowledgement:**

Please read and complete ALL sections and questions carefully, this will expedite the review process.

Any missing information will delay the review process. **When finished, upload the document with attachments** [**here**](https://trnty.app.box.com/f/9357640a648e4dc190493575ced555dd)**.**

**Application Date:** Click or tap here to enter text.

**Primary Investigator Name:** Click or tap here to enter text.

**Co-Investigator(s) (if applicable):** Click or tap here to enter text.

**Faculty Sponsor’s Name (required for student investigators):** Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Phone Number of Primary Investigator:** Click or tap here to enter text.

**Research Site Contact (if doing research off campus, list contact’s name and email/phone number; if Trinity, list contact information for Trinity):**

Click or tap here to enter text.

**Title of Project:** Click or tap here to enter text.

**Purpose/funding of Project:**

Faculty/Staff research proposal to be submitted for external funding

Faculty/Staff research proposal not to be submitted for external funding

Student independent research proposal

Class project for: Click or tap here to enter text.

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| Institutional Review Board (IRB) Committee Recommendations for Categorizing Level of Review |

**Level 1: Exempt Review**

* all human subjects are over age of 18 and does not include any vulnerable population (children under 18 years old, pregnant women, physically or mentally disabled persons, economically or educationally disadvantaged persons, incarcerated persons)
* research focuses on educational tests (cognitive, diagnostic, aptitude, achievement)
* no direct way to identify human subjects (names, email, social security #, medical, financial, employment information, coding participants, and code numbers kept by researcher)

**Level 2: Expedited Review**

* all human subjects over age of 18 and does not include any vulnerable population (children under 18 years old, pregnant women, physically or mentally disabled persons, economically or educationally disadvantaged persons, incarcerated persons)
* only minimal risk involved
* using data from voice, digital, or image recordings made for research purposes
* research focuses on behavior (perceptions, beliefs, motivation, identity, social) or characteristics of individual or groups

**Level 3: Full Review**

* vulnerable population (children under 18 years old, pregnant women, physically or mentally disabled persons, economically or educationally disadvantaged persons, incarcerated persons)
* possible sources of physical, psychological, or social risk including but not limited to aversive stimuli, sensory deprivation, sleep deprivation, or food deprivation
* violation of rights to privacy and/ or free choice (not obtaining full informed consent before study begins)

**I believe that the participants in this study will be involved in research at the level of:**

Exempt review

Expedited review

Full review

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| Outline of Project Description |

**Project Summary** – please describe the purpose, aims, or objectives. List the research question and/or the hypothesis that will guide the study.

Click or tap here to enter text.

Describe the **recruitment process** (including the age range of the target audience). What are the inclusion or exclusion criteria? What are the anticipated number of subjects? Who is your target audience?

Click or tap here to enter text.

Describe the **consent process**, how will you collect consent from your participants? Include (attach) a copy of the consent form at the end of this form.

Click or tap here to enter text.

**Methodology –** include a detailed description of the procedures and/or design to be followed (what will subjects be asked to do) and describe each intervention and/or interaction with the research participants and their data. This includes all the procedures from start to finish. Include the procedures for analysis and interpretation of data. What software will be used to tabulate data (i.e., excel, SPSS, etc.)

Click or tap here to enter text.

What are the **start and end dates** for data collection and provide a timeline for your study.

Click or tap here to enter text.

Describe the **time commitment** involved for participants:

Click or tap here to enter text.

**Potential Risks and Safeguards –** describe any reasonably foreseeable risks or discomforts to the research participants and the steps to minimize those risks. (Remember – it is VERY rare that there are NO foreseeable risks.)

Click or tap here to enter text.

Describe any possible **benefits for participants** engaging in this study

Click or tap here to enter text.

Include a plan for **reporting unanticipated problems** or deviations to the IRB. This plan must include a 5 day reporting requirement to the IRB once becoming aware of an event.

Click or tap here to enter text.

**Compensation –** describe the amount, method, and timing of disbursement to research participants. This includes checks, cash, gifts, extra/course credit, etc.

Click or tap here to enter text.

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| Data Safety Monitoring Plan |

Procedures **for storing and managing data** (include how long it will be stored, how/where it will be stored). (i.e., stored on Trinity’s Box – where it will be stored securely).

Click or tap here to enter text.

How will **data be disposed** of and when?

Click or tap here to enter text.

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| Attachments |

Please include all consent forms, survey questions, or other pertinent documents here. Save this file as a PDF, then click organize pages to include additional documents. **Must include signature page. When finished, upload the document with attachments** [**here**](https://trnty.app.box.com/f/9357640a648e4dc190493575ced555dd)**.**