**Application Information**

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| --- | --- |
| Principal Investigator: | Click here to enter *one* person’s name |
| Email: | Click enter e-mail address. | Phone: | Click here to enter #. |
| \*Additional Investigators: | Click here to enter text. |
| Faculty or Staff Sponsor: | Click here to enter text. |
| Project Title: | Click here to enter text. |
| Submission Date: | Click to enter a date. | Project Start Date: | Click to enter a date. | Project End Date | Click to enter a date. |

**Statement of Agreement**

By signing and submitting this application package, I certify that I am willing to conduct and /or supervise these activities in accordance with the guidelines for human subjects in research. Further, I certify that any changes in procedures from those outlined in the proposal will be cleared through the IRB.

*If the Principal Investigator is a student, the electronic signature of the Faculty or Staff Sponsor certifies:*

*1) Agreement to supervise the student research; and 2) This application is ready for IRB review.*

* I certify the information provided in this application is complete and correct
* I understand that I have ultimate responsibility for the conduct of the study, the ethical

performance of the project, the protection of the rights and welfare of human subjects and

strict adherence to any stipulations imposed by the IRB.

* I agree to comply with all Simpson College policies, as well as all federal, state, and local laws on the protection of human subjects in research, including:
	+ Performing the study according to the approved protocol
	+ Implementing no changes in the approved study without IRB approval
	+ Obtaining informed consent from subjects using only the currently approved consent form
	+ Protecting personal identifiable information
	+ Promptly reporting significant or untoward adverse effects to the IRB

**Signatures**

The signatures below verify that the information provided in this proposal is accurate. Researchers bear the primary responsibility for ensuring the safety of their participants.

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Principal Investigator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty or Staff Sponsor (if proposal is for student research) Date

\* If a full class is participating, a class roster is sufficient.

**SUBMISSION INSTRUCTIONS**

A. Only complete proposals, including all necessary signatures, can be reviewed. Please be sure all signatures are included on the form and all materials are included with your submission. Scanned copies of signatures are acceptable, or if needed, signature approval can be provided within email submissions.

B. You may submit in hard copy or by attachment to an email, but please submit the entire proposal using one medium or the other (email is preferred).

C. If you elect to submit using email, **please minimize the number of attachment files.** That is, the entire submission should be contained in as few documents as possible.

**Student researchers:** Send your complete submission (in either hard copy or electronic form) to your faculty sponsor. Once that faculty member has approved your proposal, they will forward it to the IRB.

**Faculty sponsors and researchers:** Approve only the submissions that are sound and ethical research within your field. Forward the completed proposal to the IRB. If it is in electronic form, send the proposal and attachments to irb@simpson.edu.

**AFTER SUBMISSION**

A. **IRB File Numbers.** All approved proposals will be assigned an IRB File Number. All informed consent statements should include this number before they are offered to prospective participants (e.g. “This research has been approved by the Simpson Institutional Review Board (IRB File # 123”). IRB approval is good for one year from the date you receive this number (via email).

B. **Changes to approved studies.** Approved studies that later make substantial changes to data collection or data management procedures must file for approval of those changes through the IRB. The form entitled “Application for Modification of Ongoing Research Involving Human Participants” should be completed and submitted to the IRB. At the discretion of the IRB, researchers requesting approval for major changes may be asked to submit an entirely new proposal.

**Description of Project**

Completely describe the research project below. Provide sufficient information for effective review and define abbreviations and technical terms.

1. Project Purpose(s) and Objectives

Click here to enter text.

1. Describe the proposed participants (number, age, gender, ethnicity, etc.). **PLEASE NOTE:** Not all students enrolled in Simpson College may be 18 years of age. To comply with the guidelines for Ethical Rights of Research Participants, researchers are not allowed to include data from individuals under the age of 18 without parental consent. If researchers do not plan to obtain parental consent to include this population, proposals must include the expected age range of participants as inclusion criteria in recruitment materials (e.g. campus emails and fliers) and ask for age in survey responses in order to eliminate use of the data from any respondents not yet 18 years of age.

Click here to enter text.

1. Describe any other protected population to be included in this research. Provide justification for using this population. If competency to provide consent may be an issue, describe how competency will be determined and the plan for obtaining consent. Check all that apply:

[ ]  Pregnant Women/Fetuses/IVF

[ ]  Prisoners

[ ]  Mentally/Emotionally/Developmentally Disabled Persons

[ ]  Minority Groups and Non-English Speakers

[ ]  Children (under the age of 18) – include parental consent form

[ ]  Elderly (age 65 and older)

Click here to enter text.

1. Explain the procedures used to recruit and select subjects, including inducements for participation. Please attach the script to be used to recruit participants including email messages, letters, advertising, and marketing materials that may apply. If applicable, your recruiting email and messages should state inclusion criteria of at least 18 years of age (or appropriate age range).

Click here to enter text.

1. Describe the procedure you will use, particularly the tasks participants will be asked to perform. Attach surveys, instruments, interview questions, focus group questions, etc. Describe the frequency and duration of procedures, psychological tests, educational tests, and experiments, including screening, intervention, follow-up, etc. If you intend to pilot a process before recruiting for the main study, please explain.

Click here to enter text.

1. Will the participants receive gifts, payments, compensation, reimbursement, or services without charge? If yes, please explain.

Click here to enter text.

Will participants receive extra credit? If yes, and this is student research, please indicate which faculty members have agreed to give extra credit in which class(es) and the amount of extra credit to be given. All courses that grant extra credit to students for participating in research studies need to also provide students with alternative ways of earning extra credit.

Click here to enter text.

1. Describe the potential risks to participants for completing the research project. A risk is a potential harm that a reasonable person would consider important in deciding whether to participate in research. Risk categories may include, but are not limited to physical, psychological, social, economic, legal, and include pain, stress, invasion of privacy, embarrassment, exposure of sensitive or confidential information. All potential risks and discomforts must be minimized to the greatest extent possible by using appropriate monitoring, safety devices, and withdrawal of a subject if there is evidence of a specific adverse event.

Click here to enter text.

Explain what steps will be taken to minimize risks or harms and to protect participants’ welfare. If the research will include protected populations, please identify, and provide a response for each group.

Click here to enter text.

1. If the research involves the use of deception, please provide responses to the following:
	1. The scientific rationale for deceiving the study participants and why deception must be used as part of the study,
	2. Describe when the participants will be told the true purpose of the study, the reason for the deception, and explain how they will be informed and by whom. Include a copy of the material or script to be used.
	3. Describe how and when participants will be given an opportunity to withhold use of the data gathered under deceptive conditions.

Click here to enter text.

1. Will you record any direct identifiers, names, social security numbers, student ID numbers, addresses, telephone numbers, etc. that might be used to connect data to individuals? Names on consent forms which are separated from data do not count. If yes, explain why it is necessary to record findings using personal identifying information. Describe the coding system you will use to protect against disclosure of these identifiers. Describe how confidentiality will be protected before, during, and after information has been collected.

Click here to enter text.

1. Will you retain a link between study code numbers and direct identifiers after the data collection is complete? If yes, explain why this is necessary and state how long you will keep this link.

Click here to enter text.

1. Will you provide the link or identifier to anyone outside the research team? If yes, explain why and to whom.

Click here to enter text.

1. If identifiers are connected to the data, how will you ensure the privacy of the participants is maintained (e.g., locked file cabinet, password protected files)?

Click here to enter text.

1. Describe in detail the process for obtaining consent. *If non-English speaking subjects are involved, describe how consent will be obtained.*

Click here to enter text.

1. Attach a copy of each of the following:
	1. The form used to obtain written and informed consent.
	2. All materials to be presented to the participants. This should include recruiting materials, forms, questionnaires (age may have to be added to your survey), tests, interview questions, and transcriptions of instructions read to participants. If material cannot be included without violating copyright law, provide brief descriptions and references for that material.