Institutional Review Board: Research Application

Date Submitted:

Title of Research Project:

Principal Investigator Name:

Department/Affiliation:

Phone: **Email:**

List all Co-Investigator names and emails:

Is this an HFC student research project? ☐ Yes ☐ No

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Project Summary

1. Object, Aim, or Purpose:

State the objective, aim, or purpose of the study.

2. Background:

Provide a brief description of the study's rationale including previous research to justify its aim.

3. Method:

Describe the method for the current study including measures and the study procedure. What will participants do from start to finish? What order will participants complete study tasks?

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4. Investigator Roles:

For ALL members of the research team, describe their role, qualifications for conducting the research (e.g., research ethics training, years of experience, expertise), and their affiliation with HFC.

5. Location:

Describe where the study will take place.

If the study is being conducted online, provide the URL to the survey:

6. Recruitment and Sample:

Describe who the research subjects are and how you will recruit them.

Are any of your participants under the age of 18?

☐ Yes

☐ No

What is the expected sample size?

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7. Risks:

Describe any risks and/or discomforts (i.e., psychological, physical, economic, other) that can reasonably be expected as a result of participating in the study.

8. Consent:

Describe the informed consent process including when and how you will consent participants, and where they will be stored.

9. Compensation:

Will you compensate participants?

☐ Yes

☐ No

If yes, explain:

10. Funding:

Describe any funding for the project including amount and funding source(s).

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11. Benefits:

Describe any potential benefits of the study, including to participants and society.

12. Data Storage and Privacy:

Describe how you will protect the privacy of participants and maintain confidentiality of the data. Where will you store the data? Who will have access to the data?

Will your study involve any video or audio recordings?

☐ Yes

☐ No

If yes, explain:

13. Conflict of Interest:

Are there ANY potential conflicts of interest/coercion in this study (e.g., faculty recruiting current students)? (*Note: Conflicts of interest exist when potential power dynamics exist that could compromise the consent of participants*).

☐ Yes

☐ No

If yes, describe how you will minimize and manage these conflicts of interest:

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14. Expected Outcomes or Results:

What are the expected overall outcomes or results?

15. Ethical Aspects of the Research:

How will you observe the basic principles of human subjects research including Respect for Persons, Beneficence, and Justice?

16. Research Definition:

Is the study a systematic investigation? To be considered a systematic investigation, the study must attempt to answer a research question, is methodologically driven (i.e., collects data in an organized and consistent manner), the data will be analyzed in some way, and conclusions are drawn from results.

- ☐ Yes
- ☐ No
- ☐ Unsure

Please explain:

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Is the study designed to develop or contribute to generalizable knowledge? Is the study designed to contribute to an already established theoretical framework or body of knowledge? Are the results of the study expected to be generalized to a population beyond where the data were collected, or the sample collected?

☐ Yes

☐ No

☐ Unsure

Please explain:

17. HFC Role:

If granted IRB approval, will you be requesting assistance or data from HFC in conducting your research?

☐ Yes

☐ No

☐ Unsure

Please explain:

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Attachments

18. Study materials:

Provide copies of all recruitment materials, measures, consent forms, and any other materials that would be seen by participants.

I have attached a copy of all study materials.

- [ ] Yes
- [ ] No
- [ ] Not Applicable

19. Other IRB Approval:

Has another institution's IRB reviewed and approved this research?

- [ ] Yes
- [ ] No

If another IRB is involved in your project, a copy of the submission and approval letter must be provided.

I have attached a copy of my IRB application from another institution.

- [ ] Yes
- [ ] No
- [ ] Not Applicable

I have attached a copy of my IRB approval letter from another institution.

- [ ] Yes
- [ ] No
- [ ] Not Applicable

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20. Class time confirmation:

If your study requires class time, provide confirmation of the agreement between the research and the internal contact person. *(Note: Using class time is discouraged.)*

My study will require class time.

- ☐ Yes
- ☐ No

I have attached a copy of confirmation of the agreement between myself, the researcher, and the internal contact person.

- ☐ Yes
- ☐ No
- ☐ Not Applicable

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Principal Investigator Responsibilities

- Any additions or changes in procedures in the protocol will be submitted to the IRB for written approval before these changes are implemented.
- Any problems connected with the use of human subjects once the project has begun must immediately be communicated to the IRB.
- The principal investigator is responsible for retaining informed consent documents for a period of three years after the project.
- The principal investigator shall notify the HFC IRB when the research proposal has been approved or modified by another institution's IRB.
- The principal investigator will provide a copy of the final research results to the IRB.
- If the principal investigator is working with a student investigator, the principal investigator will be on all email communication with the IRB and will oversee all aspects of the research.

Principal Investigator Signature: _____ Date: _____

Note: Send your completed application and all attachments to the HFC Institutional Review Board at hfcirb@hfcc.edu.