**IRB Application Form**

Be specific about what subjects will experience during your study and the protections you will use to safeguard them.

1. In a sentence or two, describe the background and purpose of the research. **Provide citations.**

2a Briefly describe each procedure or manipulation to be employed in the research (i.e., what will happen to the participants or what will they be asked to do)?

2b Approximately how much time will be required of the subject? And how many sessions (if applicable)?

2c What materials will be used in your study (e.g., tests, surveys, equipment, software programs, videos, etc.)? Add a link to any stimuli to which subjects will be exposed and attach screenshots of them to your application. If it is something that cannot be included with the application (e.g., equipment to draw blood) then describe it.

1. Who will be the subjects in this study (e.g., students, athletes, patients with soft-tissue injuries)? How will subjects be recruited (e.g., flyers, webpage, social media posts, in-person solicitation) and contacted (e.g., email, telephone, etc.)? If applicable, please indicate your inclusion/exclusion criteria for your participants.

4a Describe all risks to the participants. For example, will there be a request for information that subjects might consider to be personal or sensitive (e.g., medical history, illegal behavior, sexual assault, witness of crimes, traumatic experiences, etc)? If yes, please explain what information and why it is necessary. *Note: If you are collecting identifiable medical information, a HIPAA Authorization form must be submitted with the consent form. Note: If there are risks, add in all protocols such as making Campus Safety and Administration aware of the situation if need be. Referring students to Counseling. If applicable, include a hierarchy of what would be done (flow chart of what would be dealt with in each situation). Include a QR code for immediate danger.*

4b Will the subjects encounter the possibility of psychological, social, physical, or legal risk or stress, including being presented with materials that they might consider to be offensive, threatening, or degrading (e.g., racism, sexism, etc.)? If so, explain the stress or offensive material and why it is necessary. (If your study has no obvious risks, it is common to use language such as “This study involves no more risk than normal classroom activities,” adjusted as appropriate). *Be overly cautious here. If there will be any stress, it is expected that you would provide information regarding how to contact the Counseling Center on your informed consent.*

5. What steps will be taken to ensure that each subject’s participation is confidential and voluntary (e.g., not collecting names, using ID numbers, etc.)? How will the subjects’ data be stored (e.g., locked file cabinet, password-protected computer, etc.)? How long will the data be kept before it is destroyed (FYI- data must be kept for at least three years)?

6a. What are the benefits of this study to the subject or to society? Is the subject being compensated for participating in this study? If so, how?

6b. If you are recruiting students who are participating for a course requirement or for extra credit, will an alternative assignment be provided for those students who do not wish to participate in research?

6c. Will the fact that a subject did or did not participate in a specific study be shared with a supervisor, teacher, or employer? If their participation will be shared, explain why this is necessary.

1. Are the subjects of this study considered to be vulnerable populations (e.g., children, prisoners, pregnant women, intellectually disabled, etc.)? If yes, please explain why this is necessary and the added protections you are using for them.
2. Will information be withheld in order to protect the integrity of the research? (If you need to withhold information in the consent process, such as the purpose of your study, then explain why it is necessary to withhold this information).
3. Include below a link to your consent form or attach it to your application. If you are not using an informed consent form, indicate how you will obtain and document verbal consent. (Note: Written consent must be obtained unless you have a legitimate reason why you can’t obtain written consent).

1. Will any archival data be used (i.e., pre-existing data sets such as government census data, data from police or hospital databases, etc.)?