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| **Glenville State College IRB Application Form** | **IRB USE ONLY** |
| Please complete this form and include it with the required research design and supporting materials. All materials are to be forwarded to the chief academic officer for distribution to the chairperson of the institutional review board. |
| **P/N:** |  |
| **EXP:** |  |
|  |  |

**Project Data**

[ ]  New Protocol [ ]  IRB Instructed Revision/Update [ ]  Amendment [ ]  Renewal of Expired Approval

Principle investigator: Click here to enter text. Choose one: [ ]  Student [ ]  Faculty

If student, name of faculty supervising research: Click here to enter text.

Academic department: Click here to enter text.

Date of submission: Click here to enter a date.

Project title: Click here to enter text.

Project start date: Click here to enter a date. \*All protocols must be renewed after two years.

Number of participants: Click here to enter text.

Funding source: Click here to enter text.

**IRB Review Type Requested:** [ ]  Exempt [ ]  Expedited [ ]  Full

**Research Design**

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| 1. What is the purpose or objective of your research study? |
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| 2. List your research questions and hypotheses. |
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| 3. Briefly describe your research design and methodology. If this is a quantitative study, what statistical tests do you plan to use? If this is a qualitative study, which method will you use? Answer both questions for a mixed methods study. |
| Mark one: [ ] Interview [ ] Survey [ ] Experiment [ ] Records Review [ ] Other (please describe) Click here to enter text.Mark one: [ ]  Quantitative [ ]  Qualitative [ ]  Mixed Methods |
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| 4. What data will be collected and how will it be collected? |
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| 5. Will anyone other than the researcher collect data? [ ] No [ ] Yes If yes, provide the names/email address  |
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| 6. Describe how you will choose and recruit subjects. |
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| 7. Describe the inclusion and exclusion criteria for this study. |
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| 8. Identify and describe how you will minimize the potential risk factors. |
| **Risk Factors (check all that apply).** Research proposal must address how the below risk(s) will be addressed.[ ]  Risk of psychological or social stress (human or animal)[ ]  Risk of physical pain for subjects (human or animal)[ ]  Risks associated with the use of medical procedures[ ]  Humane treatment of vertebrate animals[ ]  Risks associated with the use of recombinant DNA[ ]  Use of pathogenic organisms above biosafety level 1[ ]  Significant risk to the environment[ ]  No risk is expected |
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| 9. Describe how you will protect the privacy of your research subjects. |
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| 10. Describe how you will obtain informed consent from human research subjects. Attach a copy of your informed consent form. Document that subjects will be informed of the potential risks and their right to withdraw from the study. |
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| 11. Describe the setting where the data will be collected. If you are collecting data from another agency, document that agency’s approval for the research. |
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| 12. Animal studies: Describe husbandry information, including housing, care, and health checks consistent with the National Research Council Guidelines. |
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| 13. Will this study use deception? [ ] No [ ] Yes If yes, provide (1) the rationale for the use of deception, and, (2) the debriefing process |
|  |
| 14. Will this study use minors? [ ] No [ ] Yes If yes, provide a rationale for doing so, including how parents will be informed and provide consent. If the data is being collected in a school, document school permission. |
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| 15. Characteristics of participants (check all that apply): |
| [ ]  Adults with no special characteristics/conditions [ ]  Socio-culturally vulnerable[ ]  Glenville State College students/faculty/staff[ ]  Medically or psychologically vulnerable [ ]  Institutionalized persons[ ]  International persons[ ]  Economically vulnerable [ ]  Non-native English speaking | [ ]  Racial or ethnic minority group[ ]  Non-speaking[ ]  Hearing impaired[ ]  Pregnant women and/or fetuses[ ]  Prisoners/parolees/probationers [ ]  Soldiers/military personnel/veterans[ ]  Vertebrate animals (other than human)[ ]  Other, specify Click here to enter text. |
| 16. Is there more than minimal risk of physical, mental, or social discomfort? [ ] No [ ] Yes If yes, describe the nature of this risk, including if the information presented to the participants might be considered personal, sensitive, offensive, threatening, or degrading. |
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| 17. Will there be any use of human or veterinary medical procedures? [ ] No [ ] Yes If yes, name and describe the procedures, including steps that will be taken to minimize the harm to subjects. |
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| Attach the following documents:[ ]  Informed consent form[ ]  Survey/interview instruments, with the Provost notice of approval if required[ ]  Any other tests to be conducted |

***Any major revisions to the research design/IRB application must be submitted to the IRB for approval* before *the changes can be implemented.***

Electronic submissions are encouraged. Copies of the signed application form will be retained by the P.I. (faculty advisor if P.I. is a student) and the office of the chief academic officer.

**Electronic submissions must be made using the Glenville State College IRB Application Form and submitted as a Word document.**