**McPherson College**

**Institutional Review Board Application**

**Human Subjects Research**

Name of Primary Investigator (PI):

PI Status (check one):

McPherson College Faculty/Staff \_\_\_\_\_\_

McPherson College Student \_\_\_\_\_\_\_

Other \_\_\_\_\_

If Other, please explain your affiliation:

Name of Faculty Project Sponsor (if PI is student):

Signature of Faculty Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note to faculty sponsors: By providing your signature above, you confirm that you have worked with this student to ensure the ethical conduct of the proposed research, assisted them in preparing the application for IRB approval, and will take an active role in ensuring that the project is conducted in accordance with IRB requirements.*

Title of Project/Proposal:

Is this research being conducted as part of a senior thesis/project requirement? Yes \_\_\_\_ No \_\_\_\_\_

Is this research being conducted for a class (other than senior thesis)? Yes \_\_\_ No \_\_\_\_

If yes, please list course number and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding Agency

*Have you received any financial support for this research? If so, from whom?*

Partner Institutions

*Does this research involve collaboration with researchers (professors, students, etc.) at other colleges or universities? If so, please list. (If this project has gone/is going through the IRB process at another institution, please include that documentation with this application)*

Purpose of Study

*Briefly state the aims and/or research questions that guide your study.*

Data Collection Procedures

*Briefly explain the type of data collection procedure(s) you plan to conduct. (For example, survey, one-on-one interviews, focus group, ethnographic observation, secondary data analysis, biospecimen collection, behavioral experiment, etc.)*

Research Location

*List all sites where data collection will take place. (For example: McPherson College campus; McPherson Public Library and Salina Public Library; internet contact with wider McPherson city community; etc.)*

*If data will be collected outside of McPherson College, have you obtained permission from those institutions or sites? (If so, please include that documentation with this application)*

Sampling, Recruitment, and Screening

*Briefly explain the anticipated number of participants (sample size) and how participants will be selected. Be detailed about how you will contact/recruit potential participants (i.e. emails, flyers, etc.). If applicable, explain the screening process to determine if interested participants are eligible to enroll?*

*Please provide a copy of recruitment materials (i.e. email text, flyers, etc.) when you submit this application.*

Participant Compensation

*Will participants receive money or any other type of compensation for participation in this research? If yes, please include details.*

Consent Process

*Briefly explain how researcher will ensure participants provide their informed consent to participate. (Include a copy of consent form or other applicable consent materials when you submit this application)*

Research with Vulnerable Populations

*Will your research involve participants who may be vulnerable to coercion, such as children, pregnant women, prisoners, or cognitively impaired adults?*

*If yes, please explain what steps you will take to minimize undue influence and ensure informed consent?*

Protection of Privacy, Confidentiality, and/or Anonymity

*Please explain how you will protect participants' privacy. Does this study aim to be confidential or anonymous? (Confidentiality means that the researcher could connect an individual participant’s name with their responses but keeps this information private. Anonymity means no personally identifying information is gathered, so an individual participant’s name cannot be connected with their responses).*

*Please consider all practical details of data collection. For example, will an internet-based survey (intentionally or unintentionally) collect a user’s IP address?*

Incomplete Disclosure/Deception

*Does this project involve incomplete disclosure or deception? If yes, please describe and explain why this is necessary for the research.*

Data Collection and Storage

*Please detail the format in which data will be collected (for example, paper surveys, online survey data saved via SurveyMonkey, audio recordings of interviews, etc.) and the process for storing it (paper surveys kept in a locked drawer; password protection for online data, etc.) Who, besides the PI, will have access to the data?*

Expected Project Completion

*When do you expect to finish collecting data? To be finished analyzing data? (Note: IRB approval is granted for a 12 month period. If data is still being collected one year after approval, the PI should submit an application for Continuing Review)*

Long-Term Data Storage

*What will happen to the data after the project is complete? Who will have access?*

Plans to Share/Disseminate Results of Research

*For example, might research be published or shared in a public forum (such as a Senior Symposium)?*

Potential Risks to Participants

*Please describe reasonably foreseeable risks, including discomfort. (Note: the potential for a breach of confidentiality is a common risk in human subjects research)*

Potential Benefits of Research

*Please describe the potential benefits of your research, including benefits to society. (Payment for participation should not be included as a benefit here).*

Qualifications to Conduct Research

*Please describe the qualifications of the PI and/or other research team members to conduct this research. (For example, methods training or knowledge of the local culture being studied)*

Conflicts of Interest

*Are there any possible perceived conflicts of interest in this research project?*

When you submit this application, please also provide the IRB Committee with the following documents:

* Research Proposal
* Copy of Recruitment Materials
* Copy of Consent Form
* Copy of survey, interview questions, and/or experiment protocol
* Letter of support from outside agency (if applicable)
* IRB status from partner institutions (if applicable)