Before beginning this form, please make sure you are using the most recent version of Adobe Acrobat and can save your entries.

Application for Review of Research Involving Human Subjects

Date of Submission: _____

Name of Investigator: _____

Campus phone: _____

Home phone: _____

Email address: _____

Name of Faculty Sponsor (if different from investigator):_____

Department: _____

Name(s) of Additional Investigator(s): _____

_____

Title of Project: _____

Purpose of Project:

☐ Faculty research proposal to be submitted for external funding

☐ Check here if your study is a federally-funded clinical trial and please submit your clinical trial registration as an appendix to this submission.

☐ Faculty research proposal not to be submitted for external funding

☐ Student independent research project

☐ Other. Please indicate: _____

☐ Research proposal renewal

I believe that this study is:

☐ minimal risk (defined as no greater risk than that associated with normal, everyday activities); Expedited HSRB Review

☐ Please check this box if you are requesting a *waiver of informed consent* ***documentation***

☐ Please check this box if you are requesting a *waiver of informed consent*

☐ at risk (defined as greater risk than that associated with normal, everyday activities); Full HSRB Review

Certifications

1. I am familiar with the policies and procedures of Hendrix College Human Subjects Review Board and with the principles of ethical treatment of human participants in research projects as set forth in the Belmont Report [i.e., **respect for persons** (acknowledging autonomy and protecting those with diminished autonomy), **beneficence** (maximizing possible benefits while minimizing possible harm), and **justice** (shared equitably the burdens and benefits in the population)].

2. I have informed all those who will work on this project of the Belmont Report principles.

3. I will, in a timely manner, debrief all those who participate in this project, and will inform them of the project's purpose, the results of our investigation, and of the use we will make of these results.

4. If substantive changes in the procedures involving participants become necessary, I will submit these changes for review before they are implemented.

5. **For Student Investigators:** I have completed the National Institutes of Health (NIH) online ethics training course and I have included a copy of my certificate of completion.

Signature of Investigator(s): _____

_____

Signature of Faculty Sponsor(s): _____
(if different from investigator)

Outline of Project Description

If additional space is needed for a response, please attach additional pages.

INVESTIGATOR (name and department):

FACULTY SPONSOR (if different from investigator):

TITLE (must match the Application for Review of Research Involving Human Subjects):

RATIONALE:

Please tell us briefly what your project is about and why it is important to your field of study. As appropriate, please cite previous research to support your proposed project. **Please limit your rationale to the space below and write for a general audience (e.g., avoid using jargon).**

SPECIFIC AIMS:
What are the specific questions you hope to answer by conducting this research? If you have specific hypotheses you will test, provide those here. **Please limit your response to the space below.**

METHODS OF DATA COLLECTION:
Which of the following methods of data collection do you intend to use to answer the above research questions? Check all that apply.

- ☐ Collection of biological samples
- ☐ Observation of subjects in a laboratory or controlled setting
- ☐ Surveys or questionnaires
- ☐ Interview procedures
- ☐ Oral history
- ☐ Participant observation or ethnographic research
- ☐ Community participatory research
- ☐ Use of previously collected (secondary) data

TRAINING:
Describe any supervision or training that will occur for research personnel involved in this research, including both NIH training and any additional training. For student investigators, please include previous research experience and/or coursework that might be relevant.

SUBJECT SELECTION:

Briefly describe the population from which your sample will be drawn. In other words, who will your participants be?

How many participants will you recruit? What is your sample size?

How many contacts with each participant will be required?

What is the time requirement for the participants? If your study requires multiple contacts, please indicate the time requirement for each.

What is your timeline for participant recruitment?

Will the participants receive any inducement or compensation (e.g., money, gift certificates, class credit) or token gifts (e.g, candy) for participating in your study? **If yes, please describe.**

Describe in detail how participants will be recruited and contacted (you must attach any relevant recruitment scripts--e.g., e-mails, flyers, verbal scripts, etc.).

PROCEDURE:

Describe the activities in which the participants will be engaged in detail. You will want to provide as many specifics as possible, including the actual materials participants will see and/or specific questions that will be asked, if possible. If this level of detail is difficult, you will want to provide an idea of the kinds of questions that will be asked and a reason that greater specificity would not be possible at the point of submission. Be sure to reference previous research that might use the same methodology, when using a methodology that might put participants at risk. **Please attach supporting documents or extra pages, as necessary.**

USE OF DECEPTION:
Describe in detail any deception used and explain why deception is critical to the research. Be sure to reference previous research that might use the same methodology, when using a methodology that might put participants at risk.

POTENTIAL RISK:
Identify possible sources of physical, psychological, or social risk, including potential violations of rights to privacy (e.g., identifiable data) and free choice. Please explain why the potential benefits of the research outweigh the potential risks to participants.

SAFEGUARDS:
Identify procedures designed to reduce the risks involved. If debriefing is to be used as a safeguard, please describe the debriefing in detail and attach the text of the debriefing message. Please note that research that involves deception requires a debriefing. Be sure to address the storage and safety of the data being collected, including any audio or video recordings that might be collected. And, if appropriate, discuss the steps that will be taken to maintain confidentiality.

BENEFITS TO SUBJECTS:
Explain how participants might gain from the experience, including any educational benefits or incentives for participation.

OTHER BENEFITS:
Describe any potential professional, personal, or social benefits to experimenters or non-participants.

ATTACHMENTS
Please check the relevant items below that are included in your application.

- ☐ NIH certificates
- ☐ Informed consent form or verbal consent script (Please see the Appendix of the HSRB Policies and Procedures document for a sample)
- ☐ All recruitment materials, including scripts, flyers, letters, emails, etc.
- ☐ Questionnaires, surveys, list of interview questions, etc. to be used with research participants
- ☐ Debriefing documents or verbal debriefing script
- ☐ Other (specify): _____

To submit your proposal for review, please submit <u>one electronic copy</u> to HSRB@hendrix.edu <u>AND one signed paper copy (with original signatures)</u> to the mailbox of the HSRB Co-Chair (Dr. Lindsay Kennedy, DWR 140).