**Aquinas College Application for Institutional Review of**

**Research Involving Human Subjects (Beginning January, 2018)**

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**Instructions:**

Be sure to complete all questions and attach requested materials. Incomplete applications, or those with little detail and specifics will delay review of your research proposal. **The deadline for all applications is the first Monday of month by 5:00 p.m.** Completed applications (not electronic documents) should be submitted to the Provost’s Office. **Space out this form as necessary.**

**I. PROJECT INFORMATION**

**A. Principal Investigator(s) Name(s) and AQ email**:

**B. Other Investigator(s) Name(s) and AQ email**:

**C. Faculty Research Advisor Name(s) and AQ email**: (for student research)

**D. Title of the Research Project (must be the same title used on all recruitment messages, the informed consent form, and all measures seen by participants):**

**E. Identify Type of Proposal**

\_\_\_\_\_Initial submission

\_\_\_\_\_Resubmission

\_\_\_\_\_Modification request

\_\_\_\_\_Renewal request with changes

\_\_\_\_\_Renewal request without change

**F. Identify Category of Research**

\_\_\_\_\_Faculty research

\_\_\_\_\_Staff research

\_\_\_\_\_Student research – part of course

\_\_\_\_\_Student research – not part of course

**G. Expected start and finish dates of study** (start date cannot begin before IRB approval; if study will last more than 12 months, a renewal will be needed at the end of one year):

**H. Will the results from this study have the potential for dissemination** (e.g., conference presentation, public presentation, report, thesis, journal publication)?

\_\_\_\_\_Yes \_\_\_\_\_No

**I. Will data being collected in this study potentially be used in future research projects by the principal investigator(s) or others?**

\_\_\_\_\_Yes \_\_\_\_\_No

**J. Will this research knowingly include participants who could be considered vulnerable** (such as persons under 18 years of age, pregnant women, mentally/emotionally impaired individuals, incarcerated or institutionalized persons)?

\_\_\_\_\_Yes \_\_\_\_\_No

**If yes, please explain the vulnerability:**

**K. Project Description**: (Must include: 1) a clear explanation of research goals, 2) a connection to academic literature, 3) recruitment processes, and 4) research methods and procedures, including informed consent protocol.) Insert as many pages as necessary.

**II. PROJECT PARTICIPANTS**

**A. Who will be the participants in this research**? (Discuss any inclusion/exclusion criteria.)

**B. Number of participants**: (if unsure due to methodology, provide a minimum and maximum)

**C. Where will the study be conducted**? (Provide relevant information such as specific location(s), time of day, days of the week, etc. Note: If the study will involve another organization, permission from a relevant agent of that organization is required.)

**III. PROTECTION OF RESEARCH PARTICIPANTS**

**A. Will the participants receive remuneration** (cash payment, snacks, merchandise, etc.)?

\_\_\_\_\_Yes \_\_\_\_\_No

**If yes, describe how 1) their participation will still be voluntary, 2) there will be no repercussions in choosing to participate or not, and 3) how each participant will receive equal remuneration.**

**B. Are any of the researchers (including the Faculty Research Advisor if relevant) in any position(s) of authority over the participants (e.g., participants being taught/coached, employees being supervised, etc.)?**

\_\_\_\_\_Yes \_\_\_\_\_No

**If yes, please explain the nature of the position of authority and what will be done to guarantee that 1) their participation will still be voluntary, and 2) there will be no repercussions in choosing to participate or not.**

**C. Are there anticipated risks to the participants** (physical, emotional, and/or academic)?

\_\_\_\_\_Yes \_\_\_\_\_No

**If yes, what is the justification for these risks and plan for mitigating any possible harm?**

**D. How will informed consent be obtained** (e.g., mailed, obtained in person, obtained on-line)?

**E. Who will give the informed consent**?

\_\_\_\_\_Participant \_\_\_\_\_Parent/Guardian (with assent of participant) \_\_\_\_\_Other (please identify)

**F. Will any deception of participants be involved in this study**?

\_\_\_\_\_Yes \_\_\_\_\_No

**If yes, thoroughly describe the form of deception; why it is needed; and procedures for debriefing of participants. Include the debriefing process and sheet in the attachments to this application.**

**G. What steps will be taken to ensure the anonymity and/or confidentiality of the participants (consider both informed consent forms and measures)?**

**Attaching Documents**

**Attach all research related documents to this application.** **This should include all of the following used in the study:**

* **Letters to potential participants and/or parents/guardians and recruitment letters, flyers, or electronic postings.**

**These must include: 1) title of project, 2) principal researcher(s) (& faculty research advisor) with AQ contact, 3) general purpose of the study, 4) time commitment expected, 5) any relevant inclusion criteria, and 6) any relevant risks.**

* **Research participant informed consent form.**

**This must include: 1) title of project (consistent with other places listed), 2) principal researcher(s) (and Faculty Research Advisors) name(s) with AQ contact, 3) who can participate, 4) the purpose of the study, 5) the research methods, including time commitment, 6) any risks (or indication of lack thereof), 7) benefits to subjects and/or to the field of study, 8) anonymity and/or confidentiality of informed consent form and measures, 9) who will have access to informed consent forms and measures, 10) an instruction to keep a copy for participant’s records, 11) how storage of informed consent forms and measures will be secure, 12) how/when informed consent forms/measures will be destroyed, 13) the voluntary participation/withdrawal without penalty, 14) opportunity/how to ask questions, 15) consent (and assent if needed) to participate statement, 16) printed name, signature, and date OR “click” box (on-line).**

* **Questionnaires, focus group/interview protocols, tests/measures. All of these materials must include the same title used on the application, any recruitment messages, and the informed consent form.**
* **Statement from appropriate agent(s) of other organization(s) being used for access to participants.**
* **Debriefing documents (if deception is used).**

**IV. APPLICATION CERTIFICATION**

By signing below, you are indicating that you and all others who will work on this project understand and will adhere to the policies and procedures of the Aquinas College Institutional Review for Research Involving Human Subjects and the principles of ethical treatment of human participants in research projects as set forth in the Belmont Report.

**Signature of Principal Investigator(s):**

**Printed Name of Principal Investigator(s):**

**Date:**

**Signature of Faculty Research Advisor** *(You are verifying that you have reviewed this application and that, to your knowledge, all information is accurate).*

**Printed Name of Faculty Research Advisor:**

**Date:**

**Note: No data may be collected until written approval from the Institutional Review Board has been received. If changes in the procedures involving participants become necessary, those changes must be submitted for review and approval before they are implemented.**