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| Drake University  **Institutional Review Board (IRB)**  **Application for**  **Research Project Review**  Please submit completed form to [irb@drake.edu](mailto:irb@drake.edu) | **Level of Consideration (please see 5.2 of the Drake IRB Manual):**  Exempt  Expedited  Full Board |

To obtain IRB Review of a **research project with human participants**, submit this completed form to the IRB with all of the indicated attachments. Allow sufficient time for review before starting the project. Please consult the IRB website [www.drake.edu/irb](http://www.drake.edu/irb) and contact [irb@drake.edu](mailto:irb@drake.edu) or 515-271-3472 with any questions before submitting an application.

**Research** as used here means a systematic investigation designed to develop or contribute to generalizable knowledge. This includes research, development, testing, and evaluation. *This does not typically include classroom exercises, demonstrations, or other course requirements that receive grades*. Research does not include customer satisfaction surveys or similar data collections designed to improve the operations of a single institution.  
**Human participants.** The Institutional Review Board (IRB) reviews all research projects at Drake University involving human participants. This means living individuals about whom an investigator obtains data through intervention or interaction with the individual or obtains identifiable private information from a separate source such as medical or school records or other individuals such as relatives.

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| Name of Study (do not exceed 100 characters, including spaces): | | | |
| PRINCIPAL INVESTIGATOR: | | | **DRAKE** E-MAIL ADDRESS: |
| DEPARTMENT: | | | TELEPHONE: (   )     - |
| MAILING ADDRESS:  Street:  City:       State:       Zip Code: | | | ADDITIONAL INVESTIGATORS, if any: |
| PURPOSE OF RESEARCH:  If Other, explain (80-character limit): | IRB approval requested from another institution? NO  YES (*insert additional pages if needed*)  Status:  Date:       Institution:  Status:  Date:       Institution: | | |
| PROJECT PRECIS OR SUMMARY (*Do not exceed 200 characters, including spaces*): | | | |
| Is this project a sub-study of another project?  NO YES\*  \*If yes, **ATTACH** information that is pertinent to the approval of the primary object. However, in this application form, include only the particulars that pertain to the study under direct review. | Has this project received or requested external funding? NO  YES—if yes, list:  Status Date Source | | |
| STUDY SITES if other than Drake University (*insert additional pages if needed)*: | | | |
| PARTICIPANTS (check all that apply):  Adults (18 years or older)  Minors (Less than 18 years)  Medical or other clinical Patients  Non-English Speaking  Mentally or Developmentally Disabled or Impaired  Prisoners, Parolees, or Incarcerated  Elected or Appointed Public Officials or Candidates | | TYPE OF DATA (check all that apply):  Interviews (Face to Face)  Questionnaires or Surveys  Existing Data Banks, Archives, or Documents  Physiological Measurements or Blood Samples  Observations/Record of Public Record  Educational Tests | |
| NATURE OF INFORMATION TO BE OBTAINED:  Participants and their responses cannot be identified  Filming, Video or Voice-Recording  Information only pertains to standard educational strategies and/or techniques  Collected with permission in collaboration with another agency/institution | | OTHER:  Research conducted in an educational setting (this refers to research about specifically educational activities)  Project involves temporary deception of participant  Project is time sensitive due to an unforeseen research opportunity (not due to a late start on this application)—  Explain: | |

By signing below, the Principal Investigator and other Investigators (if any) assure the IRB that all procedures performed during this project will be conducted by individuals legally and responsibly entitled to do so, and that any significant systematic deviation from the submitted protocol (for example, a change in principal investigator, sponsorship, research purposes, participant recruitment procedures, research methodology, risks and benefits, or consent procedures) will be submitted to the IRB for approval prior to its implementation.

By signing below, the Principal Investigator and other Investigators, if any, certify the following: 1) The information in this application is accurate and complete; 2) I/we will comply with all federal, state, and institutional policies and procedures to protect human subjects in research; 3) I/we understand the ethical responsibilities of research investigators and have received the required **training** in human research participant protection as specified at [www.drake.edu/irb](http://www.drake.edu/irb); and 4) I/we will assure that the consent process and research procedures as described herein are followed with every participant in the research; 5) I/we will promptly report any deviations or adverse events to the IRB.

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| PRINCIPAL INVESTIGATOR NAME (please **ATTACH** training certificate if not through CITI): | TODAY’S DATE: |
| Additional INVESTIGATOR NAME (please **ATTACH** training certificate if not through CITI): | TODAY’S DATE: |
| Additional INVESTIGATOR NAME (please **ATTACH** training certificate if not through CITI): | TODAY’S DATE: |
| Additional INVESTIGATOR NAME (please **ATTACH** training certificate if not through CITI): | TODAY’S DATE: |
| Additional INVESTIGATOR NAME (please **ATTACH** training certificate if not through CITI): | TODAY’S DATE: |

**Student Principal Investigators are required to include an endorsement from their faculty advisor. The signature below certifies that the faculty advisor has reviewed and approved this complete Application and its attachments and accepts responsibility to supervise the work described herein in accordance with applicable institutional policies.**

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| FACULTY ADVISOR SIGNATURE (if applicable): | | DATE: |
| Faculty Advisor Name: | | |
| **Drake** Email: | Telephone: (   )     - | |

**Procedures for the Review of Research Projects with Human Participants**

To protect the rights and welfare of individuals recruited to participate in research conducted by faculty or students at Drake University, DU policy requires that all research with human participants as defined on Page 1 be reviewed by the DU IRB. The DU IRB follows the Common Rule (45 CFR 46) and other applicable federal regulations as applicable, and generally adopts the policies and guidance published by the Office for Human Research Protections of the U.S. Department of Health and Human Services (<http://www.hhs.gov/ohrp/policy/index.html>).

Each of the following elements must be included in this Application. Note carefully the **REQUIRED ATTACHMENTS**. The information text for this form may be submitted on these pages or as a separate attachment labeled APPLICATION FORM PAGES using the identical outline numbers and headings as below.

1. **Research Summary:**
   1. Provide a brief description of the research, the role of human subjects, and the overall goals of this project in lay language (500 words or less). Include a brief summary of the research procedures, paying special attention to what will happen to participants and what they will be told about the research. If there are different phases or types of project with different participants, clearly enumerate these phases or types. *This research summary should be written or edited specifically for IRB review. Thesis proposals or grant applications are not appropriate substitutes and should not be included.*

* 1. Include in the space below or **ATTACH** a literature review.

**II. Participants and Recruitment:**

1. Describe the population to be studied, including the approximate **numbers** of participants to be recruited and expected to complete the study, differentiating these numbers for each phase or type of project element, if multiple. Clearly state all **inclusion/exclusion criteria** for participation.

**b.** Describe recruitment procedures, including how potential participants will first be made aware of the project, for each phase or type of project element. Describe any **compensation or incentives** that will be offered.  **ATTACH** flyers, letters of initiation, and recruiting scripts, if any.

**c.** Describe the process of gaining informed consent to participate in each phase or type of research element.  **ATTACH** a copy of each written consent or assent form or script is to be used. Include all versions of multiple forms or scripts, if applicable, highlighting relevant differences. If any temporary **deception** of participants is planned, describe the research features that would not be disclosed in the initial informed consent process and provide a specific research **justification** for this deception.

**III. Research Procedures and Methods:**

**a.** Describe the **data collection procedures and materials**.  **ATTACH** copies or images of the actual materials to be employed, in final form to the extent possible, otherwise in draft or outline form—such as questionnaires, interview protocols, media to be shown to participants, pictures of apparatus to be used, etc. Indicate whether attachments are draft or final.

**b.** Describe procedures for maintaining participant **confidentiality** and/or anonymity, especially if tape recording, photographs, movies or videotapes will be used.

**c. If** information about the research will be temporarily withheld during the consent process in order to mislead or deceive the participant, the deception must be fully disclosed in a debriefing after participation is completed, and an opportunity offered to withdraw from the study. If applicable, describe the participant **debriefing** procedures and  **ATTACH** debriefing documents or scripts.

**d.** Research data remain the property of the PI and should be retained for **at least 3 years** after the completion of the project. Indicate where data will be stored, how the individually identifiable data will be safeguarded, and method of destruction.

**IV. Potential Risks and Benefits:**

1. Describe real and potential **risks to the participant** including possible inconvenience and discomforts; and any risks to nonparticipants. The lowest level of risk may be described as “minimal.” *The extent of risks described here should not exceed the extent of risks communicated during the informed consent procedure, otherwise the research employs deception--see section II.c*. Separately describe procedures for minimizing potential risks and for managing any anticipated adverse effects that may arise.

**b.** –Describe definite or potential **benefits to the participant** due to completing the study, if any.

–Describe definite or potential benefits **beyond** the participant, including benefits to the researcher;

and to a specific social group or institution, if any.

–Only if the risks to participants are **more than minimal**, then describe the expected **scientific**

**benefits** that justify exposing participants to above-minimal risks.

–The benefits described during the informed consent procedure should not exceed those described here. Otherwise the research employs deception—see section II.c above.

–*Compensation* *is separate from benefits—compensation should be described above in section II.b.*

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Signature (Principal Investigator or Instructor) Date

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Signature (Department Chair) Date