FOR OFFICE USE ONLY

Date Received: _____ IRB Action: ☐ Approved ☐ Denied ☐ Requires Modification

Director of Institutional Research: _____ Date: _____

IRB Chair: _____ Date: _____

Provost: _____ Date: _____

NOTE: No research involving human subjects is to be conducted without the prior written approval of the Blackburn College IRB.

BLACKBURN COLLEGE
INSTITUTIONAL REVIEW BOARD (IRB) APPLICATION
THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH

Each question should be thoroughly completed. Attachments should be used when appropriate and not in place of completing the application. Please read the instructions and questions prior to completing the application.

Type of Review: ☐ Exempt ☐ Expedited ☐ Full

1. Name:

Address:

City/State/Zip:

Phone:

E-mail Address:

Department:

Title:

If you are a student, please indicate and specify your anticipated graduation date: _____

2. Title of Project:

3. Research Project Period: from _____ to _____

4. Funding Source:

5. Site(s) of Research:

6. Please provide:
    a. A brief description of the research project:

    b. A brief description of the research design:

    c. A brief description of your proposed data analysis:

7. Describe in detail the research procedure related to subjects' participation; minimally, the following information must be included:

    a) How will the subject(s) be selected and/or recruited? (Append a copy of letter, and/or transcript of verbal announcement).

    b) What inducement is offered, if any?

    c) The number and salient characteristics of subjects (i.e. age range, sex, institutional affiliation, and other pertinent characterization(s).)

    d) If a cooperating institution (i.e. school, hospital, prison, etc.) is involved, prior written permission must be obtained. (Append approval letter.)

    e) The number of times observations will be made:

f) What will the subjects do, or what is done to them, in the study? (You are required to append a copy of questionnaires or test instruments, and a description of the procedure to be conducted on the participant.)

g) How is it made clear to the subject that their participation is fully voluntary?

h) How is it made clear to the subject that they may withdraw at any time?

i) How is it made clear to the subjects that they may refuse to answer any specific question that may be asked of them?

j) Cite your experience with this type of research.

8. How do you intend to obtain the subjects' informed consent? A copy of the consent, and/or assent form is required. Also, please explain how you will ascertain that the subjects understand what they are agreeing to.

9. Justify:

   a. Why is human subject participation in this research necessary?

   b. What will your research add to the body of scientific literature?

10. a. What are the benefits gained by the individual for participation in your project?

    b. Do you see any chance that subjects might be harmed in any way?

    c. Are there any physical risks?

    d. Psychological risks? (Might a subject feel demeaned or embarrassed or worried or upset?)

    e. Social? (Possible loss of status, privacy, reputation?)

11. Do you deceive them in any way? If yes, explain why deception is justified and provide information about how the participants will be debriefed about your project.

12. How will you ensure confidentiality of the information collected?

13. **STUDENT APPLICATIONS ONLY:** Has your committee reviewed and approved your proposal prior to submitting your IRB application? Yes ___ No ___

14. **STUDENT APPLICATIONS ONLY:** If no, have you reviewed the approval process with your department? Yes ___ No ___. If you answered no, please see your advisor or chair of your committee for their approval process.

15. Due to Federal Regulations, the IRB is requiring that students, faculty, and researchers obtain a certificate from a tutorial regarding research with human subjects. This may be obtained from the following online site:

Go to: https://phrp.nihtraining.com/users/login.php

- New to PHRP Course
  - Registration – set up a free account, indicate College/university as institutional affiliation
- Click to being the Protecting Human Research Participants course
- Complete the seven sections, pass four quizzes, and print your certification. Include a copy of that certificate with this application.

If you have previously completed the course, the Institutional Research Office has a copy of your certificate on file. Please indicate below so that a copy may be included with this application.

☐ Check here if you have previously obtained a certificate

b. At the recommendation of OHRP, the board is requiring that students, faculty, and researchers read *The Belmont Report*. This is kept on file at the Institutional Research Office.

c. The final recommendation for the IRB is a requirement that all students, faculty, and researchers read the ethical principals for research with human subjects from their respective disciplines.

Please sign the following, I _____ and my

Advisor _____ have completed all three requirements as of this

date _____.

_____ _____

Applicant's Name (print) Faculty Advisor's Name (print) Date

_____ _____

Applicant's Signature Date Faculty Advisor's Signature Date