INSTITUTIONAL REVIEW BOARD
VIRGINIA WESLEYAN COLLEGE

APPLICATION FOR **EXEMPT, EXPEDITED, OR FULL REVIEW** OF RESEARCH INVOLVING THE USE OF HUMAN SUBJECTS

PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM:

To avoid delays, all questions must be answered. Incomplete forms will be returned to the investigator for additional information before they will be given a recommendation. Please insert all relevant information directly into the appropriate sections below. All of the relevant information should be included in this one document, with questionnaires, informed consent forms, and debriefing forms as appendices at the end of this document. In addition, you may erase the italicized directions in each section below. These instructions are meant to provide a guide as to what the IRB needs to make an informed decision about your research proposal.

Please submit completed application to: Dr. Scott Hinze (shinze@vwc.edu)

Please check one of the following by placing an "X" next to the appropriate choice:

_____ **Level 1:** I believe that the research activities proposed in this application will use only non-invasive, archival data and thus may be eligible for **exempt IRB review. NOTE: For exempt review, only complete sections A, B, & C below.** I understand that determination of exempt review is made by the Chair of the IRB and that if the research is not deemed eligible for exempt review, I will be asked to complete a full IRB application, which will then be reviewed either via expedited review (Level 2) or full board review (Level 3).

_____ **Level 2:** I believe that the research activities proposed in this application present no more than minimal risk to participants and may be eligible for **expedited IRB review**. I understand that determination of expedited review is made by the Chair of the IRB and that research not deemed eligible for expedited review will automatically be evaluated in a full board research review.

_____ **Level 3:** I believe that the research activities proposed in this application will not be eligible for expedited IRB approval and I request that this research proposal be evaluated in a **full board IRB review**.

SECTION A: Basic Research Information

a. TITLE OF RESEARCH:

_____

b. SUBMITTED BY:

Name _____ e-mail _____

Dept _____ phone _____

Sponsoring Faculty member (for student proposals):

Name _____ e-mail _____

Dept _____ phone _____

c. FUNDING

Is the research currently being funded, in whole or in part, with federal dollars? **YES** **NO**

d. PREVIOUS REVIEW

Has this proposal previously been reviewed by the IRB? **YES** **NO**

If "yes", please give the date of the review: _____

e. BRIEF ABSTRACT (Describe your study in less than 150 words):

SECTION B: Summary of Research

a. RESEARCH QUESTION (Describe your main research question(s) and/or hypotheses here)

The research question section should outline the major research question(s) and/or hypotheses you have for the current study. This section should cite previous literature as the source of your questions or hypotheses. For example, "Based on the work of Wesleyan & Marlin (2004), we hypothesize that…"

b. METHOD (Describe the participants, materials, and exact procedure here)

Note: For Level 1 (Exempt) studies using archival data, this section need only specify which data will be used. For example, "Assessment ratings from the Psychology Departmental Rating Forms will be used."
For Level 2 & 3 studies: The methods section is meant to provide a clear depiction of who will be investigated and how this study will be conducted. Please include specific information about exactly what your participants will be asked to do. You should include information regarding the exact procedure that will be used, including a description of all tasks participants will be required to perform and all materials (visual, auditory, etc.) that participants will be exposed to. Make sure that you describe your methodology in language that someone outside of your discipline can understand and that you explain any technical terms. The IRB reviewers will use this information to determine possible risks to the participants as well as assess the quality of the proposed study. ***Any questionnaires or other materials to be used in the study should be included as an appendix at the end of this document.***

SECTION C: Confidentiality

Participant data should be protected with regards to confidentiality. Whenever possible you should use numbers rather than names to keep track of participants so that individuals can remain anonymous. ***Please indicate how you will protect participant confidentiality by addressing the points below:***

a. CONFIDENTIALITY

Indicate what precautions will be taken to ensure the confidentiality of participant data. This includes data that remains in the investigator's possession and that which is contained in reports and publications. If audio, video or film recording of subjects will be used, then specific permission should be sought in the consent letter. Please indicate here. If archival data with identifying information is being used, indicate steps undertaken to ensure that this identifying information is not associated with the results reported.

b. STORAGE

Where is data currently stored? How does this storage protect confidentiality? How long will data be stored once the study is complete?

SECTION D: Characteristics of Participants

Note: Use the highlight feature of Microsoft word to indicate your choices.

a. Gender: **MEN only** **WOMEN only** **BOTH**

b. Potential Age Range:_____ **Any** subjects under age 18? **YES** **NO**

c. Are subjects any of the following?:

mentally incompetent **YES** **NO**
legally restricted **YES** **NO**
institutionalized **YES** **NO**

If you circled yes to any of the above, please explain:

d. RECRUITMENT & COMPENSATION
Describe in detail how participants will be identified and recruited. Be sure to explain the specific procedures to be used – do NOT merely state "volunteers". Please indicate any restrictions that will be placed on recruitment (e.g. native English speakers, right hand only, etc.). Also, please note any compensation that participants will be offered (e.g. monetary, extra credit).

SECTION E: Informed Consent

Note: Use the highlight feature of Microsoft word to indicate your choices.

Human participant research that does not fall into the exempt category should obtain informed consent from the participant. All participants under the age of 18 should have consent forms signed by a parent or legal guardian.

a. Will **oral consent** be given? **YES** **NO**

b. Will **written consent** be given? **YES** **NO**

c. Will assent be obtained? **YES** **NO**

Please note: An ASSENT statement should be obtained for participants who cannot legally give consent themselves (e.g. those under 18). If appropriate, please attach.

d. Include the informed consent form as an appendix within the same document as this application.

SECTION F: Risks and Benefits to Participants

To grant final approval, the IRB will consider whether the benefits of the research outweigh the costs and potential risks to the participants. To do this, please inform the IRB of possible benefits of your research as well as the anticipated risk to the participants and procedures that will be used to minimize those risks.

a. BENEFITS

Please describe in detail the benefits of the research to the participants in the study and to society at large. If the subject will not benefit directly from the research, this should be so stated.

b. RISKS

Risk to participants used in research may be minimal, but is never totally absent. Given this, describe in detail any possible physical, psychological, social, political, legal, economic, or other risks to the subjects, either immediate or long range. For each risk, please describe what procedures will be used to minimize the potential cost to the participant. If subjects need to be debriefed at the end of the study, a copy of the debriefing statement should be attached.

c. COST:BENEFIT RATIO

Explain how the benefits outweigh the risks involved.

SECTION G: Debriefing

a. **Please indicate how you will debrief participants.**
Following their participation in your study, participants should be debriefed regarding the purpose of the study and the procedures used, especially if the study involved the use of deception. Please indicate how and when you plan to debrief participants after your research has been completed. It is ideal to debrief participants either orally or with a written statement immediately after their participation. However, if a study runs over several days or weeks, and you feel that immediate debriefing may compromise the results of your study please describe the strategy you will use for delayed debriefing.

b. Attach the oral and/or written debriefing statement with this application.

SIGNATURES – PLEASE SIGN ELECTRONICALLY AND EMAIL THE COMPLETED FORM TO SHINZE@VWC.EDU

These signatures certify that the procedures involved in this study are appropriate for minimizing risks to the subjects and I take full responsibility for the conduct of the research. If this study is being conducted by a student only, a faculty sponsor should also sign.

Primary Investigator

TYPE NAME BELOW FOR DIGITAL SIGNATURE:

_____ DATE_____

DEPARTMENT_____ PHONE _____ E-mail _____

Faculty Sponsor

TYPE NAME BELOW FOR DIGITAL SIGNATURE:

_____ DATE_____

DEPARTMENT_____ PHONE _____ E-mail _____

Other Researchers (list the names of other students and/or faculty involved in this research)

STUDENTS _____

_____

FACULTY_____

APPENDIXES

Informed consent and debriefing as well any questionnaires or other materials to be used in the study should be included here as an appendix.