**INSTITUTIONAL REVIEW BOARD**

**OTTERBEIN UNIVERSITY**

**Application Forms**

Please read the Guidelines for Submission of Protocols carefully prior to completing the attached materials. Per the Guidelines, determine if your submission is for expedited or complete committee review. Requests for both full and expedited review must follow the same procedures, with the exception that a request for expedited review must be indicated on the "Cover Page of Summary Sheets."

The following materials are required to support the review process of the IRB Committee. **Please type.**

1. **summary sheets:**

a. Cover Page for Summary Sheets must include original signatures of the principal and co-investigators. (If student, advisor must be listed as principal investigator.)

b. The Summary Sheets include 17 questions regarding subject population, consent procedures, risks and benefits. Complete each section. Do not leave any question unanswered.

2. **abstract of the study.**

3. **oral and/or written instructions to subjects**. Please provide an outline or script of the information which will be provided to subjects prior to their volunteering to participate. (Please note: Subjects must be informed about the nature of what is involved as a participant, including a description of anything they might consider to be unpleasant or a risk.) Include a copy of the written solicitation and an outline of the oral solicitation when applicable. If you are recruiting by means of a "sign-up sheet," please attach a copy of that sheet.

4. **Consent form,** if required, should be included. Please note that the person obtaining consent shall sign a copy of the cover sheet for the summary sheets.

Only protocols that are complete as defined below will be scheduled for review. Incomplete protocols will be returned to the principal investigator.

**FOR EXPEDITED REVIEW, SUBMIT ONE COPY OF THE COMPLETE PROTOCOL –**

(Summary Sheets including original signatures, oral/mailed instructions to subjects, questionnaires-instruments, consent form, and abstract) as defined above to:

**FOR FULL COMMITTEE REVIEW SUBMIT SIX (6) COPIES OF THE COMPLETE PROTOCOL –** (Summary Sheets including original signatures, oral/mailed instructions to subjects, questionnaires-instruments, consent form, and abstract) as defined above to:

Meredith Frey, Chair

Psychology Department

Otterbein University Office Use:

Institutional Review Board Protocol No.

Date Received:

Cover Page for

SUMMARY SHEETS

Principal Investigator(s):

(If student, list advisor's Name Signature

name first)

Name Signature

Name Signature

PI Academic Title: Phone No.

Department :

Campus Address:

(Faculty Member's Campus Address)

PROPOSAL TITLE:

Are you applying for expedited review? If so, indicate, by number, the category from the Guidelines material entitled “Research Eligible for Expedited Review” which best describes your project.

Is there outside funding for the proposed research? If so, please indicate the source:

When do you plan to begin collecting data? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When do you plan to finish collecting data? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised January 2014

OTTERBEIN UNIVERSITY INSTITUTIONAL REVIEW BOARD

RESEARCH SUMMARY SHEETS

Be specific about exactly what subjects will experience when they participate in your research, and about the protections that have been included to safeguard them. Careful attention to the following may help facilitate the review process.

1. In a sentence or two, describe the background and purpose of the research.

2. Briefly describe each procedure or manipulation to be implemented that will impact subjects included within the study.

3. What measures or observations will be taken in the study? If any questionnaires, tests, or other instruments are used, provide a brief description and include a copy for review.

4. Who will be the subjects in this study? How will they be solicited or contacted?

5. What steps will be taken to insure that each subject's participation is voluntary? What, if any inducements will be offered to the subjects for their participation?

6. If there are any risks involved in the study, are there any offsetting benefits that might accrue to either the subject or society?

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| --- | --- | --- |
| 1. Approximately how much time will be demanded of the subject? |  | |
|  | **Yes** | **No** |
| 1. Will the subjects encounter the possibility of psychological, social, physical or legal risk? If yes, please describe. |  |  |
| 1. Will any stress to subjects be involved? |  |  |
| 1. Will the subjects be deceived or misled in any way? |  |  |
| 1. Will there be a request for information which subjects might consider to be personal or sensitive? If yes, please describe. |  |  |
| 1. Will the subjects be presented with materials which they might consider to be offensive, threatening, or degrading? If so, please describe. |  |  |
| 1. a. Under federal law 45CFR 46.116.d.1-4 informed consent may be waived if the research involves no more than minimal risk to the subjects. (Please see Guidelines for Submission of Protocols for definition of minimal risk.) Will a written consent form be used? If so, please include the form. If no, please answer b. |  |  |
| 13. b. Will you insure that the subjects give their verbal consent prior to participating? |  |  |
| 1. If you are recruiting students who are participating for either fulfillment of a course requirement or for extra credit, will an alternative assignment be provided for those students who do not wish to participate? |  |  |
| 1. Other than for class requirement or for extra credit, will the fact that a subject did or did not participate in a specific experiment or study be shared with a supervisor, teacher or employer? |  |  |
| 1. Will subjects' contributions to the research (data base) be kept confidential? |  |  |
| 1. Will any data from files or archival data be used? |  |  |

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