INSTITUTIONAL REVIEW BOARD
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. Attach all questionnaires and describe all materials and procedure fully.

2. **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.

3. **CONSENT FORM, IF REQUIRED, SHOULD BE INCLUDED.** Example consent forms can be found in the guidelines. Please note that the person obtaining consent shall sign a copy of the cover sheet for the summary sheets.

4. **ALL SUPPLEMENTARY MATERIALS (SOLICITATION, INSTRUCTIONS, CONSENT, QUESTIONNAIRES/ SURVEYS/TESTS/ETC.) MUST BE SUBMITTED AS HARD COPY, EMAIL ATTACHMENT, OR LINK TO SHARED FOLDER IN ORDER FOR THE PROPOSAL TO BE EVALUATED.**

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 A DIGITAL OR HARD COPY OF THE COMPLETE PROTOCOL – (Summary Sheets including original signatures, oral/written instructions to subjects, questionnaires-instruments, and consent form) as defined above to:

FOR FULL COMMITTEE REVIEW SUBMIT A DIGITAL COPY OF THE COMPLETE PROTOCOL – (Summary Sheets including original signatures, oral/written instructions to subjects, questionnaires-instruments, and consent form) as defined above to:

Noam Shpancer, IRB Chair
Psychology Department
IRB@Otterbein.edu

(Updated June 2021)

Otterbein University
Institutional Review Board

Office Use:
Protocol No.
Date Received:

Cover Page for
SUMMARY SHEETS

Investigator(s):
A student may not be PI; if this is a student project, list the research advisor's name first.

Principal Investigator (PI) Name | Signature

Co-Investigator Name | Signature

Co-Investigator Name | Signature

List additional investigators (if applicable)

PI Academic Title:

PI email:

Department :

PI phone:

Campus Address:

(Faculty Member's Campus Address)

PROPOSAL TITLE:

Are you applying for limited review? If so, indicate, the category in the drop down menu which best describes your project.

Yes No Please select if applicable.

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

Yes No

When do you plan to begin collecting data?

When do you plan to finish collecting data?

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?

7. Approximately how much time will be demanded of subjects?

	Yes	No	N/A
8. Will the subjects encounter the possibility of psychological, social, physical or legal risk? If yes, please describe.	○	○	
9. Will any stress to subjects be involved? If yes, please describe.	○	○	
10. Will the subjects be deceived or misled in any way? If yes, please describe.	○	○	
11. Will there be a request for information which subjects might consider to be personal or sensitive? If yes, please describe.	○	○	
12. Will the subjects be presented with materials which they might consider to be offensive, threatening, or degrading? If so, please describe.	○	○	
13a. Under federal law 45CFR 46.116.d.1-4 informed consent may be waived under some circumstances. Will a written consent form be used? If so, please include the form. If no, answer b.	○	○	
13b. Will you insure that the subjects give their verbal consent prior to participating?	○	○	○
14. 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?	○	○	○
15. 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?	○	○	
16. Will subjects' contributions to the research (data base) be kept confidential?	○	○	
17. Will any data from files or archival data be used? If yes, please describe.	○	○	