PROVIDENCE CHRISTIAN COLLEGE
INSTITUTIONAL REVIEW BOARD
APPLICATION TO USE HUMAN PARTICIPANTS IN RESEARCH

Before completing this application, please review *Procedures for Obtaining Institutional Approval for the Use of Human Participants*, available in Google docs or by meeting with the VPAA to be informed of this process and documents.

Instructions: Complete **all** sections below. Incomplete applications will be returned. Be sure to **attach all relevant material** including informed consent documents, instruments, interview protocols, and letters of approval from sites, as applicable.

1. Investigator's Name _____

Department _____

Email _____ Phone_____

IRB Training Certificate Number & Date _____

***Students**: Application must be submitted by your faculty sponsor.*

Faculty Sponsor's Name _____

Course number/title _____

Email _____ Phone_____

IRB Training Certificate Number & Date _____

2. Project Title _____

3. Category of Research (check one):

- ☐ Institutional Research Intended for Possible Publication
- ☐ Proposal Already Approved by Another Institution (attach documentation)
- ☐ Modification of a Proposal Already Approved by PCC IRB
- ☐ All-inclusive Application* for Research Conducted by Students in an Undergraduate
- ☐ Course (title): _____
- ☐ Student Individualized (Independent) Study Project
- ☐ Action Research Project
- ☐ Other: _____

**Instructor must collect Class Project Approval Form from each student for his/her records.*

4. Review Category Requested:

☐ **Exempt status**

☐ **Expedited Review**

☐ **Full IRB Review**

5. Methodology and Research Objectives *(please attach a separate document to this application with your answers*)

Describe and justify the proposed methodology:

- **Background**: Cite related literature that roots the study in unanswered conceptual, theoretical, or practical issues.
- **Research objectives**: Describe what you hope to accomplish with this study;
- **Methods**: Describe the proposed methodology. Be sure that the methodology will permit the research/educational objectives to be met.

**DO NOT paste elements of a capstone proposal. This section should be brief but clear, allowing the committee to understand the why, what, and how of your project.*

In addition, please respond to the following questions:

a. *Minimal risk* means that "the risks of harm anticipated in the proposed research are not greater, considering probability and magnitude, than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests." In your opinion, does the research involve more than *minimal risk* to participants?

☐ yes ☐ no

If yes, indicate the form the risk(s) will take, a justification for its necessity, and the procedures you will take to ensure the protection of participants.

_____

b. Are any emergencies or adverse reactions (physical, psychological, social, legal, or emotional) foreseeable as a result of the research?

☐ yes ☐ no

If yes, identify and explain how they will be handled.

_____

6. Description of Participants

Age range: _____

Sample size: _____

Sample source(s):

- ☐ PCC students
- ☐ PCC faculty or staff
- ☐ Other (please describe): _____

Describe your relationship with subjects, if any, i.e. teacher, colleague, etc.

_____

Do any of your subjects come from vulnerable populations? This includes minors, elderly, physically or mentally disabled, economically or educationally disadvantaged, victims, institutionalized people, or those who can easily be victimized. Will any *vulnerable populations* be included in your study?

☐ yes ☐ no

If yes, explain which category and how they will be protected.

_____

7. Procedures for Recruitment of Participants

Clearly explain how participants will be identified, selected, and recruited. **Attach** samples of any advertisements that will be posted for recruitment.

_____

8. Informed Consent

a. **Attach** a copy of the proposed Informed Consent form(s). See ***Elements of Informed Consent*** available at http://www.irb@providencecc.edu, for the necessary elements for informed consent. Where participants are minors, informed consent must be obtained from their legal guardians and "assent" should be obtained from the minor on a separate form.

b. Where participants are sampled from agencies or other schools, letters of Institutional Review Board approval and informed consent from these sites must also be attached. Any requests for waiver of these requirements must be justified.

c. Clearly describe the process of obtaining informed consent (i.e. when, where and how consent will be obtained). This is an ESSENTIAL element of review. Do not leave blank.

9. Debriefing Procedure

Will any deception be used in your study and/or in its description to participants?
☐ yes ☐ no

If yes, describe and explain why the deception is necessary.

_____

How will a summary of the study's findings be made available to participants?

_____

Who will participants be told to contact for more information regarding the study or its findings?

_____

10. Procedures for Ensuring Confidentiality of Data

How will confidentiality of data be ensured? Give **specific information** on how this will be done. You should include a statement of how long and where data will be kept following completion of the study. Federal guidelines require data and informed consent documents to be retained for at least three years.

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11. Analysis of Risk/Benefit Ratio

Describe any **benefits** to participants and/or the field, etc. anticipated from your study. Describe any short-term or long-term **risks** to participants that could be anticipated by participating in the study. Describe how such risks, if any, will be minimized and precautions taken to protect participants. These are essential elements of the review, do not leave blank.

_____

12. Hazardous Materials

Will drugs or hazardous substances be used as a part of this study?

☐ yes ☐ no

If yes, please read and complete the Hazardous Materials Use Form from the Federal Government and **attach** with this application.

13. Project Materials

Attach copies of all materials (e.g., surveys) used in this study and information about the sources of these instruments (e.g., who developed the instruments, reference for where additional information about the instrument's reliability and validity can be found, etc.).

14. Certification for Research or Teaching

I certify that, to the best of my knowledge, the information provided above is complete and accurate. I agree to obtain approval from the IRB for any modifications of the above protocol as described.

I accept responsibility for ensuring that the rights, welfare, and dignity of the participants in this study have been protected and are in accordance with applicable federal/state laws and regulations and the College's *Institutional Guidelines for the Treatment of Human Participants in Research* (see *Procedures for Obtaining Institutional Approval for Research*, available on our website and from VPAA office).

I certify that this research or instruction does not unnecessarily duplicate research already published or previous student instruction. I ensure that all personnel conducting the work of this protocol have or will receive appropriate training in the use of human participants in research.

I accept responsibility for submitting a Continuing Review form on the website, if the study continues longer than one year from the date of approval, and/or a Final Report form, at the completion of the study.

_____ _____

Signature of Principal Investigator Date

_____ _____

Signature of Faculty Sponsor (if different from above) Date