

# **Manhattan College**

**Institutional Review for Research**

APPLICATION FORM TO REQUEST REVIEW OF A RESEARCH PROTOCOL

INVOLVING HUMAN PARTICIPANTS

**This form should be prepared and signed by the Principal Investigator (PI) for any project proposal involving human experimental participants.**





**Project Title:**

**TITLE OF PROJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is this project being completed as part of a class? YES or NO

If yes, please state the school, department, and course number:

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Instructions:

Please complete all items on the following pages. Some items may be answered with Not Applicable. Your responses should be thorough and complete to allow for appropriate evaluation.

Please do not alter the form or delete items. Your application will be rejected and you will be asked to submit a corrected form.

If you have any questions, please do not hesitate to contact the IRB at irb@manhattan.edu and we can assist you with completing your application.

Additionally, please use and modify the Informed Consent available on the IRB website. We have provided the informed consent sample as a template to make sure all necessary information is contained in your informed consent.

**A. PROTOCOL DESCRIPTION**

**1. BACKGROUND AND GOALS:**

1. **Briefly provide the context and relevant background/supporting information for this research project.**

*(In 1-3 paragraphs describe the context, background, and relevant literature supporting your research project.)*

1. **Briefly describe the goals of this research project (e.g., hypotheses, what you hope to accomplish and why).**

*(Clearly state your research question, hypotheses, hoped for results.)*

**2. DESCRIBE THE INVOLVEMENT OF HUMAN PARTICIPANTS IN THIS PROJECT:**

1. **Who are the participants? (students in your class, students in other classes, community members, participant pool subjects, etc.)**

 *(State specifically where your participants will be recruited from.)*

1. **How many participants will be involved in the project? (approximate range)**

 *(Give an approximate range of how many participants you hope to recruit.)*

1. **Specify how participants will be recruited (e.g., advertisements, announcements in class, e-mail, internet, participant pool, etc.)**

 *(Give specific details about how participants will be recruited.)*

1. **List any inclusion and exclusion criteria.**

*(Unless your project involves minors [18 and under], you must at minimum state*

*here that all participants must be 18 or older. Additionally specify any other criteria for participation.)*

1. **Are there prospective participants who, if selected for this project, would be especially vulnerable to risk because of the procedures you will be using? (This should also be referenced in 7c)**

*(Consider your procedures and the questions you are asking. Would they create*

*any risk or harm in your participants above and beyond normal daily life stresses?)*

**3. DURATION AND SETTING OF PARTICIPATION:**

1. **Indicate the anticipated duration of research, as applicable (e.g., days, weeks, months).**

 *(How long will your research project be collecting data?)*

1. **Indicate the anticipated length of each session (e.g., minutes, hours) and the anticipated number of total sessions, as applicable.**

 *(How much time is required of each participant?)*

1. **Briefly describe where the research will be conducted (e.g., campus, local school, hospital, community center, online) (if multiple sites are involved, please indicate clearly).**

*(If your project is being conducted online, please specify how the research is*

*administered [Qualtrics, Google, SurveyMonkey]). Please specify what precautions have been taken to maintain participant anonymity online [for example, not collecting IP addresses and location data].)*

**4. INFORMED CONSENT FOR PARTICIPATION:**

1. **Does your protocol use of an informed consent form? Describe your plans for obtaining each participant’s informed consent to participate in this project, including how this information will be conveyed to participants (paste any “informed consent” forms or agreements into section B3 of this form).**

 *(Yes or No. Describe how you will administer the informed consent - in person, online, etc.)*

1. **Are there any participants for whom assent in necessary? (If so, please describe the procedure for gaining assent)**

*(Yes or No. If yes, describe your procedures for assent and include the assent*

*script in the appendix.)*

**5. COST/PAYMENT FOR PARTICIPATION:**

1. **Are non-student participants receiving monetary payment or other incentives for participation?**

*(Yes or no. If yes, please explain.)*

1. **If participants are students, are they receiving extra credit or other incentives for participation?**

*(Yes or no. If yes, please explain. THIS INCLUDES PARTICIPANT POOL!)*

1. **If recruitment efforts target students and extra credit is offered for participation, have alternative equitable extra credit options been made available for those declining to participate? If so, what are they?**

*(If yes to b) above, explain the alternative equitable option. THIS INCLUDES PARTICIPANT POOL!)*

1. **Is participation in the study likely to involve any cost to the participants? If so, what are the costs?**

*(Carefully consider your procedures and your participants when answering.)*

**6. BENEFITS AND RISKS OF PARTICIPATION:**

1. **Describe the potential benefits of this study to the scientific knowledge base and its impact on humankind.**

*(Essentially, what is the purpose for this research? What do you hope to learn*

*and add to the world’s knowledge?)*

1. **What expected benefits will accrue to each human participant as a result of this project? List all possible or expected benefits.**

*(Why should a participant take part in your study? What is the benefit to them?*

*There may be no direct benefits, but some potential benefits may be learning*

*more about themselves, feeling good for helping in student research, etc.)*

1. **Are there any possible or expected risks associated with involvement in this research project? List any possible or expected risks (e.g., physical, psychological, physiological, sociological, legal, financial, or other).**

 *(Please carefully consider your procedures and questions. If the questions could*

*cause even some discomfort or unease, please state that here and be sure that is addressed in the informed consent.)*

1. **If there are any possible or expected risks associated with involvement in this research project, indicate what measures will be taken to minimize the occurrence of these risks or to address these risks upon onset.**

*(If there are risks [even just discomfort and unease], be sure it is addressed in*

*the informed consent.)*

1. **In the utilization of the study’s results, describe how participants will be protected from possible risks, such as embarrassment or invasion of privacy, and describe how confidentiality will be maintained.**

*(Thoroughly describe how you will maintain participant confidentiality. Will the*

*participant’s have code numbers? Will the data be aggregated in final reports?*

*Etc.)*

**7. RESEARCH PROCEDURES:**

1. **Describe in lay language exactly what you will be doing to, or with, your participants during the study.**

*(Provide a step by step description of what a participant will do in your study.)*

1. **Does the study require deception of participants?**

*(Yes or no.)*

1. **The use of deception must be justified by the study’s scientific, educational, or applied value and should only be utilized when non-deceptive alternative procedures are not feasible. If deception is required (as indicated in 7b), please briefly justify its use.**

*(If yes to b), please describe why deception is necessary for your study.)*

1. **If debriefing is necessary for your study, how/when will participants obtain adequate information regarding the nature, results, and conclusions of the research project, and how/when will you address participants’ questions or misconceptions that are brought to your attention? (Paste any “debriefing” forms into section B4 of this form)**

 *(If yes to b), please describe how your participants will be debriefed and include*

 *a debriefing form/script in the appendix.)*

1. **Will this study involve the use of existing data, documents, records, pathological specimens, or diagnostic specimens? (Indicate all that apply)**

*(Yes or no. If yes, elaborate.)*

**8. DATA COLLECTION:**

1. **If you are obtaining demographic information from your participants, indicate below the types of demographic data that will be recorded**.

 *(You must list all demographic questions that are in your study.)*

1. **Could any of the information obtained through this project, if made public and linked with a participant's identity, be reasonably expected to place the participant at risk of criminal or civil liability, or reasonably be damaging to their reputation or employability? (Indicate all that apply) (Any such risks should also be noted in 6c)**

*(Yes or no.)*

1. **If such information (from 8b) could potentially be harmful to participants if made public, describe the procedures for maintaining the confidentiality of this information.**

*(If yes to b), please explain how you will protect your participants’ confidentiality.)*

1. **Do you plan to use a code to link a participant to his/her responses? If so, briefly describe the use of coding procedures.**

*(Will participants be assigned codes or numbers? If so, explain.)*

**9. DATA STORAGE/DISPOSITION:**

1. **Describe how you will keep your data secure to maintain confidentiality during the course of your project.**

*(Where will the data be stored? Will it be stored physically or on a computer? Where will the raw data and the various data files be stored? Who will have access to the files?)*

1. **Describe how you will ultimately dispose of your data (notes, drafts, lists of participants, photographic records, tapes, computer disks, etc.) following the completion of your research (e.g., shredding, burning, data disposal services) (please note that all research records must be securely maintained for at least *five* years after the completion of the research, including consent forms, flyers, etc.).**

*(Your data must be maintained for 5 years. Describe how at the end of that time*

*you will destroy the data.)*

1. **If you do not plan to destroy research data, please provide a justification for maintaining the data for an indefinite period of time (e.g., longitudinal study, building a database) and how you will maintain confidentiality over time.**

*(If you will maintain your data for longer than 5 years, please explain why and*

*how you will maintain confidentiality.)*

#### **B. SUPPORTING DOCUMENTS**

**The following three documents must be copied and pasted to this form prior to institutional review.**

1. **CONSENT FORM**
2. **DEBRIEFING FORM (if applicable)**
3. **SURVEY DOCUMENT or SURVEY QUESTIONS**

**A. PLEASE PASTE THE CONSENT FORM HERE:**

**B. PLEASE PASTE THE DEBRIEFING FORM HERE (if applicable):**

**C. PLEASE PASTE YOUR MATERIALS HERE**

*(The IRB cannot process your application without your complete materials. This includes all demographic items, all scales and measures, all questions, all experimental manipulations, etc.)*



**NOTE: Please send this completed form and any necessary additional documents as an e-mail attachment to** **irb@manhattan.edu** **with a subject heading that include the study title.**