Research Application Form

Please complete this form, provide responses to the questions posed, and enclose required documentation. These questions are posed to understand any potential risk, emotional, physical, or other to the participants and to protect their rights. It is important to provide the IRRB with enough information to understand the research and any risks of participation.

Name (s) _____
Campus _____
Department _____
Email Address _____
Phone Number _____

Departmental Dean _____
Research Sponsor _____

Research Project Title _____
Data Collection Start Date _____

Purpose of Research Project:

☐ Doctoral Dissertation ☐ Master's Thesis ☐ Supporting Institution: _____

☐ Senior Fellow Project ☐ Teaching or Adjunct Fellow Candidate Project ☐ Management Institute Research Project ☐ Faculty Research Project

Note: If participants are students in a class, application must include letter of approval to conduct research from the appropriate Dean.

☐ Faculty/Staff research proposal to be submitted for external funding

Funding Institution: _____
Grant Title: _____

☐ Faculty/Staff research proposal not to be submitted for external funding

Please use to determine RESEARCH CATEGORY STATUS: Research involving a protected group (i.e. children, prisoners, pregnant women, mentally disabled persons, or economically or educationally disadvantaged persons) requires full review by IRRB.

EXEMPT STATUS (This means the research is exempt from further review beyond the IRRB Chairperson or a designated member of the IRRB; it does not mean it is exempt from being reviewed. Only the IRRB can decide if a research project is exempt.**)**

When the involvement of human participants in research falls only in one of the following categories, such research is exempt from the Federal Human Subject Review Policy. The declaration of exemption, together with accompanying information, is filed with the IRRB.

Categories (Check the one that best applies)

☐ 1) Research in common educational settings, involving normal or special educational practices.

☐ 2) Research involving educational tests, surveys, interviews, or observations **unless** confidentiality cannot be maintained or disclosure places the participants at risk.

☐ 3) Research involving the study of existing data either publicly available or recorded by the researcher(s) in a manner that maintains confidentiality.

☐ 4) Institutional or organizational research designed to improve service or benefits when approved by the departmental dean or vice president.

EXPEDITED REVIEW

Expedited review by the IRRB Chair and a designated member of the IRRB will suffice for research proposals meeting either of two criteria AND falling into one of the categories below:

Criteria (Check the one that best applies)

☐ 1) Research involves no more than minimal risk

☐ 2) Minor changes are proposed in previously approved research

Categories (Check the one that best applies)

☐ 1) The collection of biological specimens or data for research purposes by noninvasive means

☐ 2) Research involving materials collected solely for non-research purposes

☐ 3) Research employing survey, interview, program evaluation, or quality assurance methodologies (NOTE: Some research in this category may be exempt from review)

☐ 4) Research involving the use of video-taping participants (NOTE: Some research in this category may require Full Review)

FULL REVIEW

Research involving a protected group (i.e. children, prisoners, pregnant women, mentally disabled persons, or economically or educationally disadvantaged persons) requires full review by IRRB. All research requires the full review of the IRRB unless it meets criteria specified on this form.

☐ Research requiring the full review of the IRRB.

Certification

I certify that I have read and understand the policies and procedures for research projects that involve human participants and that I will comply with University Policy. I understand the non-exempt projects require annual review. Significant changes to the study protocol need to be submitted on a Change Form for review and approval prior to those changes being put in practice.

Signature of Researcher	Date

Signature of Research Supervisor	Date

DATA COLLECTION

What data collection methods will be used to conduct the research? Check all that apply. For each data collection methods a sample artifact must be included with the IRRB application.

☐ Interviews ☐ Surveys/Questionnaires ☐ Focus Groups

☐ Observations

PURPOSE OF THE STUDY

Please state the purposes and goals of your study?

For every data collection method checked above please describe what the participants will be asked to do.

DESCRIPTION OF PROSPECTIVE PARTICIPANTS

List all participant groups and the selection criterion:

RECRUITMENT METHODS (*All materials that will be used to recruit participants must be submitted with the Application for IRB Review)*

Describe how you will gain access to potential participants in order to recruit them to participate:

Will you be using any incentives to encourage participation? If so, please describe?

POTENTIAL RISK or BENEFITS to PARTICIPANTS

Describe any potential risks or benefits (emotional, physical, social, or political) to your participants.

PROCEDURES TO PROTECT THE CONFIDENTIALITY OF PARTICIPANTS (Informed Consent Documents must be attached.)

INFORMED CONSENT

Describe the procedures for obtaining informed consent from participants. Information regarding **how, when, where, and by whom** the participants will be provided with informed consent forms or consent information about the research should be specified. Include the informed consent form and any other forms that will be used.

For Non-Exempt Projects only, please additionally describe the following:

If a participant is under the age of eighteen, describe procedures for obtaining the required consent of a parent or guardian. If a participant is over the age of eighteen, disabled and unable to give consent, describe the procedure for obtaining the consent of a legal guardian.

If risk is involved, explain how the knowledge to be gained and/or benefits to the research participants from the proposed research justify the risks the participants might incur.

Explain what, if any support services will be provided in the event of harm to a participant.

Informed Consent Document(s)
Required Elements

An informed consent form must be developed for each data collection activity that involves the use of Human Participants (i.e., interviews, focus groups, observations) and must be included with the application. Individual Informed Consent Document(s) must be submitted with the application or it will not be submitted for review.

To ensure participation is voluntary and be sure the participant is not coerced or influenced by the researcher. This can be an issue with vulnerable populations (i.e., students, disabled persons, and prisoners).

If a participant is under the age of eighteen, the consent of a parent or guardian is required. If a participant is over the age of eighteen, disabled and unable to give consent, the consent of a legal guardian is required.

Consent must be explicit and in writing. Do not assume that, because a person is participating, they have given consent.

Prior to collecting any data it is suggested you secure two copies of the signed consent form (a copy for you and the participant), and a letter of agreement from the cooperating institution or organization, if applicable.

Robert Morris University Illinois requires the informed consent include ALL of the following:

O	1. A statement identifying the researcher's affiliation with Robert Morris University Illinois, if appropriate.
O	2. A clear and concise description of the purpose of the study in language that the participant can understand.
O	3. An identification of the anticipated risks (physical, emotional, social, political, economic) and benefits to the participant.
O	4. A description of the procedures you will follow. The consent form should include:
O	a. What is expected of the participants?
O	b. What they will be required to do.
O	c. What data will be collected and how it will be used.
O	d. The time required of the participant for participation.
O	5. A statement regarding the voluntary nature of participation and the right to withdraw at any time without negative consequences.
O	6. An explanation of how confidentiality will be protected.
O	7. A statement regarding the protection of the audio and visual recording of the participant and any field notes. Identify whom, if anyone will have access to the recordings, transcripts, and field notes.
O	8. An offer to make available the results of the research in some form.
O	9. An explanation of whom to contact for answers to questions about the research project and participant rights.
O	a. Include the name, title, address, and telephone number of the researcher, and if the researcher is a faculty member, the Dean.
O	b. Include the name, title, address, and telephone number of the researcher, and if the researcher is a teaching fellow or student, the primary advisor.

Please check the supporting documents included:

- ☐ Research Proposal
- ☐ Dean Letter
- ☐ Participant Recruitment Materials
- ☐ Consent Form(s)
- ☐ Interview Scripts
- ☐ Survey or Questionnaire
- ☐ Grant/Funding Application
- ☐ Debriefing Statement

Submission of application and supporting documents must be submitted electronically to IRRB@robertmorris.edu.

END OF APPLICATION

FOR IRRB USE ONLY

Check one of the following, indicating the category into which this research falls according to Title 45, Code of Federal Regulations, Part 46:

☐ Project is exempt from further review.
Cite exempt category number from page 2: _____

Note: This project MUST receive formal approval in the form of a verification of exemption letter from the IRRB chair PRIOR to the start of data collection.

☐ Project is referred for expedited review.
Cite expedited category number from page 2: _____

☐ Project is referred for full IRRB review.
All research requires the full review of the IRRB unless it meets the criteria specified on page 2 of this form.

_____ _____
Signature of IRRB Chair Date

Reviewer Criteria for Approval

Primary Reviewer: **IRB #**

Title of Project:
PI:

Instructions: Review the criteria below which applies to the proposed research. IRRB approval should only be issued if all criteria are met. Please check the applicable box to document your determination. Then sign and date in the space provided.

Federal Criteria for IRB approval of research (46.111) Please check to indicate all are present.

Included:	**Comments:**
☐ Risks to participants are minimized through sound research design. (46.111.a.1.i)	
☐ Risk to participants are reasonable in relation to anticipated benefits, if any, to participants, and the importance of the knowledge that may reasonable be expected to result. (46.111.2) ☐ Selection of participants is equitable. (Purpose of research and setting in which the research will be conducted.)(46.111.3)	
☐ Informed Consent will be sought from each prospective participant or the participant's legally authorized representative, in accordance with, and to the extent required by 46.116. (46.111.4) ☐ Informed Consent will be appropriately documented, in accordance with, and to the extent required by 46.117. (46.111.5)	
☐ The research plan made adequate provision for monitoring the data collected to ensure the safety of participants.(46.111.6)	
☐ When some or all of the subjects are likely to be vulnerable to coercion or undue influence, such as children, prisoners, pregnant women, mentally disabled persons, or economically or educationally disadvantaged persons, additional safeguards have been included in the study to protect the rights and welfare of these subjects. (46.111.7)	

Robert Morris University Illinois requires the informed consent include ALL of the following:

O	1. A statement identifying the researcher's affiliation with Robert Morris University Illinois, if appropriate.
O	2. A clear and concise description of the purpose of the study in language that the participant can understand.
O	3. An identification of the anticipated risks (physical, emotional, social, political, economic) and benefits to the participant.
O	4. A description of the procedures you will follow. The consent form should include:
O	a. What is expected of the participants?
O	b. What they will be required to do.
O	c. What data will be collected and how it will be used.
O	d. The time required of the participant for participation.
O	5. A statement regarding the voluntary nature of participation and the right to withdraw at any time without negative consequences.
O	6. An explanation of how confidentiality will be protected.
O	7. A statement regarding the protection of the audio and visual recording of the participant and any field notes. Identify whom, if anyone will have access to the recordings, transcripts, and field notes.
O	8. An offer to make available the results of the research in some form.
O	9. An explanation of whom to contact for answers to questions about the research project and participant rights.
O	a. Include the name, title, address, and telephone number of the researcher, and if the researcher is a faculty member, the Dean.
O	b. Include the name, title, address, and telephone number of the researcher, and if the researcher is a teaching fellow or student, the primary advisor.

Check one of the following, indicating the category into which this research falls according to Title 45, Code of Federal Regulations, Part 46:

☐ Approved-the research proposal meets all of the applicable criteria for approval listed below.

Informed Consent

☐ The IRRB agreed with the researcher's informed consent document(s). The informed consent document(s) include the federal required elements of informed consent (see attached documents).

The research proposal does not meet all of the applicable criteria for approval (please indicate requests, comments and/or explanations in the space provide below. In addition, please reference any criterion not met). Please indicate the determination below:

☐ **Approval Pending/Minor Revisions**-non-substantive materials requested. Subsequent review by Primary Reviewer/Expedited Review.

☐ **Approval Deferred**-substantive clarification or modifications regarding the proposal or informed consent documents required. Subsequent review at a convened meeting. ***PI attendance is not required.***

☐ **Approval Deferred**-substantive clarification or modifications regarding the proposal or informed consent documents required. Subsequent review at a convened meeting. ***PI attendance required.***

☐ **Disapproved** – Determination made at a convened meeting

Signature of IRRB Chair _____ Date _____