Institutional Review Board Proposal Form

Please collate this form and all Appendices into one Google or Microsoft Word document. Proposals may be submitted by e-mailing the document (or a link to it) to the Chair of the IRB Committee, Laurel Hellerstein, Ph.D., Dean, School of Communication, lhellers@endicott.edu.

You can copy this Google Document to your personal Google Drive folder by going to "File" → "Make a copy" in the Google Document menu bar above. You can download this Google Document as a Word document by going to "File" → "Download as" → "Microsoft Word (.docx)" in the Google Document menu bar above.

Principal Investigator:	
Contact Information:	
Project Title:	
Proposal Submission Date:	
Project's Anticipated Begin and End Date: *(All projects extending beyond 1-year require a Continuing Review & Renewal application)*	

Endicott College's Institutional Review Board suggests that all research investigators to complete a free training program on protecting human research participants through NIH's website. Please refer to their site (https://phrp.nihtraining.com/users/login.php) to complete this computer-based training course.

NIH web-based training course "Protecting Human Research Participants"
Date of Completion:
Certification Number:

1. Please list the names, credentials/training, and specific roles of all the study staff (including student researchers) that will be involved in this research. *New study staff may be added to your study by submitting an addendum form to the IRB committee that contains the information listed above.*

Name	Credentials/Training	Role

2. Attach the informed consent form as an Appendix at the end of this proposal. **Proposals will not be reviewed without this document.**

3. State the overall objectives and specific aims of the research. Describe how this work fits into the existing literature in the field.

4. Describe the participant population targeted for this study. List the specific criteria you will use to include and exclude participants from this study.

5. How will participants be recruited for this study? Attach letters of approval as an Appendix at the end of this proposal if access to participants is sought from clinics, schools, or other agencies. **Proposals recruiting participants from external sites will not be reviewed without the appropriate letters of approval.**

6. Describe the study's design and procedures, especially any experimental and interventional procedures or devices. If deception is used, explain clearly what this entails. Attach final versions of surveys, questionnaires, or other instruments as an Appendix at the end of this proposal. **Proposals will not be reviewed without these appendices.**

7. Descrid for the study. How will thebe the specific data variables being collecte data be recorded/coded?

8. How do you plan to store this data securely during the study, and in the long-term? Per U.S. Department of Health and Human Services, data collected should be retained for at least 3 years. (http://www.hhs.gov/ohrp/policy/faq/investigator-responsibilities/records-should-investigators-keep.html).

9. If anonymity or privacy are requirements for this research and an electronic system will be used to administer a survey or questionnaire, please indicate what service will be used, and if that service is not Qualtrics or SurveyMonkey, please provide proof that the service guarantees privacy and anonymity (e.g., from a terms of service or privacy statement). If anonymity or privacy are not required, please state so.

10. Describe the quantitative and/or qualitative methods used to analyze the data collected.

11. What risks are faced by participants in this research, e.g., injury, pain, emotional distress, embarrassment, or invasion of privacy? What measures will be taken to minimize these risks?

12. Will there be any costs to be borne by participants by virtue of their involvement in this research? Will there be any compensation or reimbursement to participants in this research (i.e. monetary payments, course credit, services, etc.)?

13. What are the likely benefits of this research to the participants as well as to society?

14. Describe guidelines for adverse event reporting. In addition to the IRB, which other persons or departments will be notified if any of the participants experiences difficulties as a consequence of participating in the study?

Bibliography

List cited references here.