Research applications can be submitted electronically at: <https://irbumu.wufoo.com/forms/irb-application/>

**IRB Application**

This form is used for all research projects submitted for review to the IRB committee. Please note that this form cannot be saved after you begin. A pdf version of the form is available on the IRB website to help you prepare your answers in advance of completing this form. Submit this application and all accompanying materials for review by the committee.

**INVESTIGATOR INFORMATION**

First Name:

Last Name:

Date:

Email:

Project Title:

Anticipated Start Date:

Type of Review: Which of the following best describes your research? Choose one.

* Research is anonymous, does not involve minors, and the data poses no greater risk than normally expected on a typical day.
* May use minors, confidential (not anonymous) collection of data, and no greater risk than typical day.
* Exposes participants to greater risk than what is experienced on a typical day, or research involving special populations.

Before continuing with your application, please verify that you have completed Human Subjects Assurance Training at https://www.citiprogram.org by uploading your certificate of completion.

If this is a student research project, is your faculty advisor aware that this application is being submitted for review?

If you are a faculty or staff member proposing research, please indicate that you have informed your department chair or supervisor of the proposed research by typing their name below.

**ASSURANCE FORM**

Answer Yes or No to the following questions:

* Will the participants will be volunteers?
* Are the participants free to withdraw from the study at any time?
* Will the data collected be used for any purpose that is not approved by the participants?
* Will the participants' identity remain anonymous?
* Will participants be informed of the nature of their activity prior to participation?
* Will all reasonable attempts be made to minimize physical and/or psychological harm to the participants?
* Will individual data be confidential to everyone other than those involved in the research?
* Will all participant's questions be answered until they are satisfied?
* All participants consent prior to participation? Consent includes written, electronic, or verbal.

Will valid consent be obtained from the parent or guardian if minors are participating? Please indicate ‘not applicable’ if there will be no minors in the study.

If there are exceptions or qualifications to the above assurances, please explain below.

**RESEARCH APPLICATION**

Please complete the fields below as comprehensively and error-free as possible before submitting.

* Purpose [Explain the rationale for your project and state the question or issue that the project is intended to address.]
* Significance [Explain why this project is important to the field. Describe existing research on this topic and how it relates to your project. Explain how your work will extend the current knowledge base. Be sure to include in-text citations and full references after the description of the research. Note: The purpose and significance of a research project are factors in determining the risk/benefit balance of that project. If the purpose and significance of a research project are not clearly stated, the IRB may require revision in order to complete an adequate ethical review of the project.]
* Method: Participants [Please describe the participants you plan to include in your research. State the estimated number of participants, participant characteristics (age range, demographics, and any other relevant information), method of selection (e.g., random or otherwise, from a list of students, etc.), and how and with what information they will be recruited (e.g., during class sessions with instructor's permission, or mail, etc.). Please include copies of advertisements or recruiting letters if they will be used. If the participant sample selection is not random - that is, if specific populations (e.g., sex, ethnic group, age, etc.) are being targeted or excluded - justification is required.]

Attach copies of all participant recruitment materials here (e.g., flyers, text for email recruitment, etc.). If multiple types of materials are being used, please combine them into a single pdf or Word document and clearly label each item within the document.

* Method: Materials/Apparatuses/Assessments [Describe the materials that are unique to your project. This includes things such as assessments or laboratory equipment that you will be using to collect data. Attach copies of all written materials to be shown to or used with participants during the data collection (e.g., questionnaires, interview questions, testing instruments). Videotapes should not be submitted; rather the researcher should describe the contents therein and include a link to the material if possible. If widely-accepted or standardized testing instruments will be used for questionnaires, etc., this fact should be made stated in the description. Note: The Methods and Procedure section should be written in such a way that all members of the IRB, including those who do not have expertise in the area of proposed research, can understand and assess. Technical terms, equipment, techniques, etc. should be clearly described and/or explained.

Attach copies of all materials here. If multiple materials are being used, please combine them into a single pdf or Word document and clearly label each item within the document.

* Method: Procedure: [Describe the methods and procedures that you plan to use. State the length of time the participants will be involved. Please organize this section chronologically and describe the procedures as they will be experienced by the participant. Attach copies of all written materials to be shown to or used with participants during the data collection (e.g., questionnaires, interview questions, testing instruments). Videotapes should not be submitted; rather the researcher should describe the contents therein and include a link to the material if possible. If widely-accepted or standardized testing instruments will be used for questionnaires, etc., this fact should be made stated in the description. Note: The Methods and Procedure section should be written in such a way that all members of the IRB, including those who do not have expertise in the area of proposed research, can understand and assess. Technical terms, equipment, techniques, etc. should be clearly described and/or explained.]
* Potential Participant Risks & Benefits: [Describe the potential risks and discomforts to the participants. These may include, but are not limited to, risk of physical, psychological, emotional, social, legal, and economic harm. Researchers must show that they are aware of all possibilities. Also describe the potential benefits to participants.]
* Minimization of Potential Risks and Protection of Confidentiality: [Describe the means taken to eliminate or minimize each potential risk cited above. In some studies, it is impossible to completely eliminate risk. However, researchers must still clearly and comprehensively state how adverse situations will be dealt with when they arise in the testing session and afterward. Be sure to describe how participants’ personal privacy will be protected and confidentiality of information will be maintained.]

Attach a copy of the consent form here. If multiple consent forms are being used, please combine them into a single pdf or Word document and clearly label each form within the document. [Your proposal will not be reviewed without this consent. Please attach a copy of the Informed Consent Form. If minors are participating, please attach both a parental Consent Form and a minor’s Assent Form (samples of forms for minors and their parents are available from the IRB upon request).]

Attach a copy of the debriefing form here.

If you are collecting data in locations other than Mount Union’s campus, you may be required to submit your Proposal to that institution’s review board and/or to an institutional official (director, supervisor, owner, etc.) for review. In such cases, you must provide to Mount Union’s IRB a copy of the signed permission statement or letter for each off-campus site where research data will be collected from staff, clients, and/or students. This letter must state that the Research Proposal has been read and understood and that the institution is willing to participate. This letter must be on official stationery and must be signed by the appropriate official. If this applies to the proposed study, attach a copy of the off-campus permission that has been obtained.

If the proposed study is being funded by an outside agency, attach a copy of the funding proposal here.

Your IRB application is complete. SUBMIT