RESEARCH PROPOSAL COVER SHEET
for
Ethical Review by the Institutional Research Board (IRB)

Title of research project: _____

_____

Principal investigator: _____
(If you are a student, list yourself as Principal Investigator)

Email: _____

Extension: _____

Mailing address or PO Box #: _____

I think this research proposal is eligible for the following IRB review status:

☐ Exempt ☐ Full ☐ Expedited

Anticipated date to begin research: _____

Anticipated date completion: _____

* Principal Investigator signature: _____ Date: _____

Faculty Supervisor(s) *(if applicable):*_____

Email: _____

Extension: _____

I have reviewed the enclosed research proposal and approve it for submission to the IRB.

* Faculty Supervisor signature: _____ Date: _____

FOR IRB USE ONLY:

Date proposal received: _____

Date reviewed:_____

Review Type: ☐ Exempt ☐ Full ☐ Expedited

IRB Decision: ☐ Approved ☐ Approved, pending corrections *(see attached)*
☐ Not approved

Comments:

RESEARCH PROPOSAL FORM
for
Ethical Review by the Institutional Research Board (IRB)

Submit the following information with the IRB cover sheet. Number each response with the respective header and include all requested information. Attach additional pages if necessary.

IRB RESEARCH PROPOSAL

Title of research project:
Principal investigator(s): *(If you are a student, list yourself as Principal Investigator)*
Faculty Supervisor (if applicable):
Date submitted:

1. **Description:** Briefly describe the purpose of the study.

2. **Participants:** Describe the number and type of participants and how they will be recruited. If you are using participants under age 18 you must obtain written parent permission (often as part of an informed consent form; see #5 below). Attach a copy of the parental consent letter if one is being used.

3. **Procedures:** Describe the procedure in detail (attach examples of questions, surveys, etc. if applicable).

4. **Risk assessment**: Are there any risks to the participants? Benefits? Describe what will be done to avoid, eliminate, or minimize the possibility that participants will experience discomfort, anxiety, concern about failure, etc., and what will be done if such discomfort does occur.

5. **Informed consent**: How will you obtain informed consent from participants (or in the case of minors, from parent/legal guardian)? Attach copies of all forms or letters. (Note: If children between the ages of 6 and 18 are participating, you must also include an informed assent form.)

6. **Debriefing of participants**: How will you explain the study to participants after they have completed it (if applicable)?

7. **Privacy ensured**: How will participants' privacy be ensured? (describe how data, responses, etc., will be stored, handled, secured, destroyed, etc.)