Houghton College

Application for IRB Review and Approval of Research Involving Human Participants

I. Identifying information: Please complete this form and submit it only electronically to the appropriate IRB representative listed below. Allow two to three weeks for review/action, dated from e-mail acknowledgement of acceptance.

email address of IRB member
Lori.Huth@houghton.edu
Jamie.Potter@houghton.edu
John.Vanwicklin@houghton.edu

Academic Areas Represented
Religion and Global Studies; Arts and Letters
Natural Sciences and Mathematics
Social Sciences; Education and Physical Education

Project Director’s Name: E-mail: Date:

Academic Department:

Faculty Advisor (if the project director is a student):

Start Date: End Date:

Explain Context of Research or Reason for Re-Review (if previously approved):

Funding agency or research sponsor, if any:

Title of Research:

List all researchers on this project, if more than those mentioned above:

II. Research Description:

a. Statement of the problem and purpose:

b. Research question:

c. Nature of data and the collection methods:

d. Instruments to be used (provide title and descriptions here, but also send a hard copy for review, if not in electronic format):

e. Recruitment methods of participants:

f. Participants’ profile: Age range? Number anticipated? Sex? M or F Other qualifications?

g. Describe other pertinent information:
III. Research Risks: Describe in detail any stress, psychological, social, legal, economic, or physical harm that might occur to participants and the precautions you will take to hold these to a minimum. What debriefing or remediation is provided?

IV. Research Benefits (any risks must be outweighed by benefits):

a. Identify any benefits to participants resulting from this research:

b. Identify any benefits to humankind in general from this research:

V. Consent Form:

a. How will subjects be informed that they do not have to participate in the study, and may withdraw at any time without penalty or prejudice? How will legally effective informed consent be obtained from all participants? Attach an electronic copy of the Consent Form to be signed and any statement to read to the participant.

b. If any active deception is necessary, justify, describe, and submit debriefing procedures.

VI. Minors and Others: If minors or other vulnerable persons are involved, outline procedures to obtain their agreement (assent), in addition to the consent of their authorized representative (e.g., parent or guardian).

VII. Future Risk: How are all participants protected from the potentially harmful future use of the data collected? Describe measures planned to ensure anonymity and confidentiality. If audio or videotapes are used, how are they stored or when are they erased?

I (we) certify that the protocol and methods of obtaining consent and preserving confidentiality as approved by the IRB will be followed during the period covered by this research project. Any significant changes will be re-submitted for re-approval prior to implementation.

Note: typing your name below and emailing this document will be treated as a formal signature.

Project Director:

Date:

Project Advisor:

(The project advisor signature is required if this is primarily a student research project and signifies advisor approval.)

Date: