**Project Application for Institutional Review Board Approval**

This application is being submitted for the following review: __Exempt __Expedited __ Full Board¥

If more than one researcher, give information on a separate page for #1-4 for each researcher. Indicate the principal investigator (PI) and the contact person for IRB.

1. Name: Phone:
   Email:
2. Home mailing address:

3. Place of employment (if other than Quincy College)

4. Status/Position/Job Title: Work phone:

5. Department:

6. Title of the proposed study*:

* This study is: ___ thesis ___ class project ___other: _____

7. Financial interest: Is this research being funded by external sources such as grants or sponsors? Is any form of payment being received for services rendered, equity interests, intellectual property rights etc? Please include any possible stipends, incentives, or compensation offered to investigators, research staff, or others during the recruitment phase, the research phase, and the summary phase of the study.
   _____ Yes: please submit a statement regarding any conflicts of interest
   _____ No.

8. Anticipated starting and completion dates: _____ to _____
9. What is the purpose of this study?
10. What is the hypothesis/research question?
11. Explain your qualifications for conducting this research (please note: Resume/CV information for all investigators must be submitted to the IRB for review and verification).
12. Explain the rationale, significance, and novelty of the study.
13. Describe the subjects: This section must include, but is not limited to: age range and number of subjects.

14. Indicate from where and how potential subjects will be identified (e.g. class lists, sign up forms, advertising etc). Please submit copies of all materials to be distributed for marketing purposes (e.g. fliers, recruitment letters, advertisements etc).
15. Do you have a supervisory and/or professional relationship with these subjects:
    ___ Yes. Please explain how this relationship will not compromise the voluntariness of the subjects participation in the study.
    ___ No.
16. Will data be collected from any protected populations (including but not limited to: pregnant women, prisoners, minors, fetuses, or the mentally impaired).
17. Please list the criteria for subject selection. Any exclusion of educationally or economically disadvantaged persons, women, or minorities must include a sound scientific justification.
18. Will deception be used?
    ___ Yes. Please provide rationale for the deception.
    ___ No.

19. What methodology will be used to ensure privacy, confidentiality, and HIPAA compliance? This section must include but is not limited to: description of the process used to protect the privacy of the participants during the recruitment, research, and summary phases of the study; how the data will be kept confidential for the duration of the study and any subsequent analyses (confidentiality of both physical and electronic records should be addressed); how and where the data will be stored, how long it will be kept, and how it will be ultimately destroyed.
20. Please provide an annotated list of the sites at which the study is being conducted. If non-Quincy College affiliated sites are to be used for research purposes please submit appropriate letters of support from each site where data will be collected or obtained. Please indicate whether that site falls under their own IRB as well.
21. Describe the research plan. Please include the following information: research design and procedures, equipment used, testing materials, supplements, and facilities. Estimate, if applicable, the total time each participant will be present, total number of contacts/visits for each participant and the time needed for each contact/visit. This section must address data integrity (ensuring that the data collected is answering the research questions posed in the study).
22. Please attach your informed consent documents and describe the informed consent process that will be used to guarantee that all study participants understand and want to continue the research procedures. If this research involves protected populations further documentation regarding informed consent will be required. Contact the IRB for materials.

¥ All new applications must be submitted for a full board review. Studies that present truly minimal risk (minimal risk means that "the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests" (45 CFR 46.102(h)(i)) may be exempt from submitting a full IRB application. Please contact Kim Puhala at kpuhala@quincycollege.edu with any questions.