APPLICATION FOR REVIEW OF HUMAN SUBJECTS RESEARCH
HANDWRITTEN FORMS WILL NOT BE ACCEPTED

SUBMITTED TO THE WILBERFORCE UNIVERSITY INSTITUTIONAL REVIEW BOARD PURSUANT TO 45 CFR 46	_____ IRB Number FOR OFFICE USE ONLY

Title of Project:

Is the Project externally funded? ☐Yes ☐No If yes, complete the following: ☐Private ☐State ☐Federal

Agency Name: Grant No:

Type of Review Requested: ☐Exempt ☐Expedited ☐Full Board

Principal Investigator(s): *I acknowledge that this represents an accurate and complete description of my research. If there are additional PIs, provide information on a separate sheet.*

Name of Primary PI (typed)	Signature of PI	Date
Department	College	
PI's Address (Street, City, State, Zip)	Phone	E-Mail
Name of Co-PI (typed)	Signature of Co-PI	Date
Department	College	
PI's Address	Phone	E-Mail

Adviser (complete if PI is a student): *I agree to provide the proper surveillance of this project to ensure that the rights and welfare of the human subjects are properly protected.*

Adviser's Name (typed)	Signature of Adviser	Date
Division		
Adviser's Campus Address	Phone	E-Mail

NOTE: If sufficient space is not provided below for a complete answer in sufficient detail for the reviewer to fully understand what is being proposed, please use additional pages as necessary.

1. Describe the purpose and the research problem in the proposed study.

2. (a) Describe the subjects of this study:

   1) Describe the sampling population:
   2) Describe the subject selection methodology (i.e. random, snowball, etc):
   3) Describe the procedures to be used to recruit subjects. Include copies of scripts, flyers, advertisements, posters or letters to be used:
   4) Number of subjects expected to participate:
   5) How long will the subjects be involved:
   6) Describe the calendar time frame for gathering the data using human subjects:
   7) Describe any follow-up procedures planned:

   (b) Are any of the subjects under 18 years of age? ☐Yes ☐No
   If Yes, you must comply with special regulations for using children as subjects. Please refer to IRB Guide.

3. Provide a detailed description of any methods, procedures, interventions, or manipulations of human subjects or their environments and/or a detailed description of any existing datasets to be accessed for information. Include copies of any questionnaires, tests, or other written instruments, instructions, scripts, etc., to be used.

4. Will the subjects encounter the possibility of stress or psychological, social, physical, or legal risks that are greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests? ☐Yes ☐No

   If Yes, please justify your position:

5. Will medical clearance be necessary for subjects to participate because of tissue or blood sampling, administration of substances such as food or drugs, or physical exercise conditioning? ☐Yes ☐No

   If Yes, please explain how the clearance will be obtained:

6. Will the subjects be deceived or misled in any way? ☐Yes ☐No

   If Yes, please explain:

7. Will information be requested that subjects might consider to be personal or sensitive? ☐Yes ☐No

   If Yes, please explain:

8. Will the subjects be presented with materials that might be considered to be offensive, threatening, or degrading? ☐Yes ☐No

   If Yes, please explain, including measures planned for intervention if problems occur.

9. Will any inducements be offered to the subjects for their participation? ☐Yes ☐No

   If Yes, please explain:

   NOTE: If extra course credit is offered, describe the alternative means for obtaining additional credit available to those students who do not wish to participate in the research project.

10. Will a written consent form (and assent form for minors) be used? ☐Yes ☐No

    If Yes, *please include a copy of the consent form with your application. Elements of informed consent can be found in 45 CFR 46, Section 116.*

    If No, *a waiver of written consent must be obtained from the IRB. Explain in detail why a written consent form will not be used and how voluntary participation will be obtained. Include any related material, such as a copy of a public notice, script, etc., that you will use to inform subjects of all the elements that are required in a written consent.*

11. Will the data be a part of a record that can be identified with the subject? ☐Yes ☐No

    If Yes, please explain:

12. Describe the steps you are taking to protect the confidentiality of the subjects and how you are going to advise subjects of these protections in the consent process.

13. Will the subject's participation in a specific experiment or study be made a part of any record available to his or her supervisor, teacher, or employer? ☐Yes ☐No

    If Yes, please describe:

14. Describe the benefits that might accrue to either the subjects or society. *Note that 45 CFR 46, Section 46.111(a)(2) requires that the risks to subjects be reasonable in relation to the anticipated benefits. The investigator should specifically state the importance of the knowledge that reasonably may be expected to result from this research.*

Concurrence:

Division Dean (typed)	Signature	Date	

	Signature	Date	

Vice-President of Academic Affairs (typed)

Checklist for application submission:

- ☐ Grant Proposal, if research is externally funded*
- ☐ Outline or script of information to be provided prior to subjects' agreement to participate
- ☐ Copies of flyers, announcements or other forms of recruitment
- ☐ Informed consent/assent forms
- ☐ Instrument(s) [questionnaire, survey, tests]
- ☐ Resumes or CV's for all PIs (student or faculty) and advisors (4 page maximum for each)**
- ☐ Department/college/division signatures

*For unfunded research, including student theses and capstone projects, no research plan is required, However, detailed information about the research must be provided in the application.

**CVs should highlight the education and research expertise of the researcher. Researchers may submit CVs prepared for federal grant proposals (e.g., NIH, NSF, USDA, etc.).

Number of copies to be submitted:

One (1) fully signed, single sided copy of the application and associated attachments

NOTES:

1. Any changes in the project after approval by the IRB application must be resubmitted as a modification for review by the IRB before approval is granted. Modifications do not change the period of initial approval.
2. Approval is granted for one year maximum. Annual requests must be made to the IRB for continuation, as long as the research continues