

APPLICATION FOR USE OF HUMAN SUBJECTS IN RESEARCH

Instructions:

- Prepare your research project according to the following outline. (**Hand written forms will not be accepted.**)
- Submit the signed form to the Office of Academic Affairs. All forms must be completed in full with appropriate signatures to be reviewed by the committee.

Principal Investigator _____ Phone Number _____

Department _____ Campus _____ Email _____

Correspondence Address _____

Faculty Sponsor (If Applicable) _____ Phone Number _____

Department _____ Campus _____ Email _____

Project Title: _____

Type of Project: Faculty Research
Student Directed Research
 Thesis Dissertation Other (_____)
 Course Requirement: 16 week 8/9 week (course #: _____)

Duration of Project: Starting Date _____, **but not before written approval is obtained.**

Expected End Date _____

I certify that to the best of my knowledge the information presented herein is an accurate reflection of the proposed research project. I accept the responsibility for the conduct of this research, the supervision of human subjects and maintenance of informed consent documentation as required by IRB. I certify that the research procedures for this project and the method of obtaining consent (if any), as approved by the IRB, will be followed during the period covered by this research. Any future changes will be submitted for Board review and approval prior to implementation. An End-of-Project Form must be submitted upon completion.

Principal Investigator Date

Faculty Sponsor (If PI is a student) Date

Chair of Department Date
(If PI is a Faculty Member & Project is Level II)

REVIEWER(S)

Primary Reviewer (Level I) Date

Co-Reviewer (Level II) Date

ACTION TAKEN:

- Approved through _____
- Contingent
- Disapproved

COMMENTS OR CONTINGENCIES:

- See Attached

GENERAL INSTRUCTIONS

1. This form (1040EZ-O) is to be completed if you are conducting observational research
2. You may NOT use this form if you intend on *interacting* with participants.
3. All researchers, instructors and students are expected to examine the information available on the IRB web site <http://www.webster.edu/irb> before beginning this form and prior to conducting the research.

PART I: Attach a summary of your project. This addendum should include the following components:

- Introduction – Discuss the goals and purpose of the present study. Include citations to relevant studies if you feel this would help the Board make their decision.
- Methods – Describe the procedures you will be using to conduct the study. This should be **very** detailed. The Board should be able to “conduct” your research using this description.

PART II: Please answer **all** of the following items providing additional information where appropriate. Use NA when questions are not applicable.

A. Public Locations

1. Will the research be taking place in a public location (e.g., street corner, public park)? Yes No
 - If yes, describe where the research will be taking place and what type of behaviors will be recorded.

B. Private Locations

1. Will the research be taking place in a private location (e.g., retail store, tavern, or residence)? Yes No
 - If yes, describe where the research will be taking place and what type of behaviors will be recorded.
 - If yes, describe how you have obtained permission to record data at this site.

C. Confidentiality (helpful tips to protect confidentiality are available at the IRB web site - <http://www.webster.edu/irb/>)

1. Are people being observed in places or circumstances in which they have a reasonable expectation of privacy? Yes No
 - If yes, describe how this invasion of privacy justifies the potential benefits, if any, to be gained?
2. **How** do you intend to record information so participants can not be identified directly or through identifiers? Address how you will protect their rights, welfare and privacy. (Identification of subjects requires Level II approval.)

D. Risks

1. Does research deal with sensitive aspects of subjects' behavior, such as illegal conduct, drug use, sexual behavior or use of alcohol? Yes No
 - If yes, explain

2. Could subjects be at risk of criminal or civil liability, damage to employability, financial standing or undue embarrassment, if responses became known outside this research project? Yes No
 - If yes, explain

3. What safeguards will you use to protect the subjects from risks?

E. Benefits

1. Describe the benefits you expect to gain from this project. (This should include any direct benefits to the participants as well as any general gain in knowledge.)

F. Other

1. What do you intend to do with the data collected? (e.g., publish data, present paper)

2. Does the proposed study take place at an off-campus site or via email? Yes No
If Yes, please indicate the Site(s) _____

3. Does this project involve approval/permission from other institutions? Yes No
Guidelines for determining whether off-site approval is needed can be found at <http://www.webster.edu/irb/offsite.html>
 - If yes, please attach documentation stating you have permission to conduct research at that specific site. This includes IRB approval from that site (if applicable). If documentation is not yet available, it must be submitted to the committee prior to the beginning of data collection. In addition, the principal investigator (and the faculty sponsor if the PI is a student) must sign below to certify the following statement: "I/we will not begin research at other institutions before having obtained their permission to do so."

Principal Investigator

Date

Faculty Sponsor (If PI is a student)

Date