
SOUTHWESTERN UNIVERSITY
Institutional Review Board For Human Research (IRB)
Research Proposal
(revised 6.10.2013)

Proposal #: (for committee use only)

The mission of the Southwestern University Institutional Review Board is to evaluate SU faculty and staff research proposals to ensure that human participants are treated with respect and safety and that their rights are protected.

Instructions: Proposals submitted to the Institutional Review Board for Human Research (IRB) should use the following form. All responses should be entered in bold. All supporting information including instruments and consent forms should be included in this document to create a single file with continuous page numbers (that is, not “attached” as separate documents). Once a proposal number is assigned please label all documents with this number and include this number in the subject line of all e-mail correspondence concerning your proposal.

Please email your proposal to Nancy Schutz at irb@southwestern.edu.

1. Date Submitted:
2. Proposed Date of Project Initiation (must be at least 2 weeks after submission date):
3. Project Completion Date:
4. Principal Investigator (must be a SU faculty or staff member):
5. Other Investigators:
6. Project Title:
7. Type of Research (check one):

Faculty project

Faculty project with student participating

Student project for class credit with faculty supervising

Honors project

Collaborative research with students and faculty

___ Other (please explain):

8. Background: Briefly describe the background for the proposed research. Please limit to one paragraph.
9. Purpose: Briefly describe the purpose of the proposed research.
10. Procedures: Briefly describe the research process. When, where and how will data be collected? How, when, and to whom do you anticipate that the results will be reported?
11. Measures: Clearly describe the measures that will be taken. In the case of surveys, interviews, and questionnaires, provide sufficient numbers and variety of sample questions and/or topics to be addressed so as to give a clear and comprehensive picture of each measure.
12. Participants:
 - a. Target Population: Who will be asked to participate in this research, and approximately how many participants are required?
 - b. Recruitment: How will participants be solicited, recruited, or contacted? State what participants will be told in order to gain their informed consent. This should include, at a minimum, who you are, what the research results will be used for, a statement that participation is voluntary, a statement as to whether responses are anonymous or confidential, an overview of the participant's task and how long it will take, and a warning about any potentially objectionable content (i.e., questions about sexual activity, participation in illegal activities, etc.). Typically participants must give written informed consent, and research involving deception, physical risk, or potentially objectionable features must be justified in detail and almost always requires written consent. Include the consent form as an appendix at the end of this proposal or explain here why written consent is not required.
 - c. Freedom from Coercion: What steps will be taken to ensure that participation is voluntary? What inducements, if any, will be offered for participating (e.g., money, course credit)?
 - d. Vulnerable populations: Does the study target vulnerable groups (e.g., minors, economically disadvantaged persons), and if so, what additional safeguards have been included to protect their rights and welfare? Note that research involving minors almost always require written parental consent, and this consent form must be included as an appendix at the end of this proposal.
13. Confidentiality/Anonymity: Will any identifying information be collected from participants? That is, will any aspect of the data (e.g., names, social security numbers) be made a part of any permanent record that can be identified with the participant? Explain data storage procedures are other steps that will be taken to ensure the confidentiality or anonymity of the data. Note that completed consent

forms and archived data must be stored by the faculty or staff PI, not student researchers.

14. Deception: Will participants be deceived or misled in any way? Please explain and if yes, please justify this deception and explain your debriefing procedures.
15. Sensitive/Personal Information: Will there be a request for any information that participants might consider to be personal or sensitive (e.g., reports of their own behavior revolving around illegal conduct, drug use, sexual behavior)? If yes, please justify and explain how you will protect privacy and mitigate any risk that may be incurred.
16. Offensive/Threatening Material: Will participants be presented with material they might consider to be offensive, threatening, or degrading? Please explain and if yes, please justify.
17. Assessment of Harm/Risk: Will the participants encounter the possibility of psychological (e.g., stress, discomfort, embarrassment), social, physical, or legal risk that exceeds minimal risk? “*Minimal risk*” is defined in the Code of Federal Regulations as 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” (Title 45 Part 46.102). Please explain your assessment of risk, and if greater than minimal, describe what provisions have been made to prevent, minimize, or correct any adverse conditions that may arise.
18. Benefits: What are the anticipated benefits of the proposed research: (a) to the research subjects, (b) to the researcher(s), and (c) to the public welfare? Explain and justify the ratio of risks to benefits for the participant.

Consent forms:

Paste consent form below, if needed. Please see *Sample Consent Forms* on the IRB web site for guidance.

Faculty or staff PI/supervisor:

I have read this proposal and agree that it is clear, accurate, and ready for review by the IRB.

Name (serving as an electronic signature) of supervising faculty or staff member (PI):