IRB Category I Research Form

**INSTRUCTIONS:** Please complete this form and submit it online at <https://www.depauw.edu/offices/academic-affairs/grants-and-research/irb/>. One or more members of the IRB will review the proposal and respond, generally within 10 working days.

**Proposal Evaluation Checklist**

*Check all boxes*

**Does my proposal have all required elements?**

[ ]  Description of project?  An adequate and clear description in lay terms of:

[ ]  Purpose and goals—could someone without specific training understand why I am doing this research?  What I am trying to investigate? Why the issue is important?

[ ]  Methods and measures—Have I made it clear how I will conduct my research, and what participants will experience?  Have I made it clear how my methods/measures address my research question?

[ ]  Recruitment—Have I described and provided documentation for how I will contact and recruit participants?

[ ]  Procedures for confidentiality (or anonymity) in short and long term—

[ ]  Have I described and made clear how my procedure will protect confidentiality (or anonymity)?

[ ]  Have I described how and where and in what form I will store the data, and for how long?

[ ]  Have I described how the data may be used or shared?

[ ]  Detail about purpose, methods and aims—

[ ]  Have I provided enough information to allow IRB to judge whether the inconvenience/cost/risks to participants are balanced by what study may learn or accomplish, and made a case (explicit or implicit) that the benefits outweigh costs?

[ ]  Have I provided copies of, or adequate descriptions of, relevant research materials and procedures (surveys, stimuli, interview questions, interview procedures, etc.)?

[ ]  Have I provided a copy of informed consent sheet (or consent information for anonymous surveys)?

[ ]  If not, have I made a case for exemption from informed consent?  Have I provided consent information for all needed parties (in some cases this might include parents/guardians, school or organization officials with authority to provide consent, etc.)?

***Project title:***  *[Click to enter text.]*

***Investigator name(s), phone number(s) and email address(es):***
*[Click to enter text.]*

***Verify that the following statements are accurate about your project:***

* *All data collected will remain anonymous and/or confidential*
* *No private records (e.g., medical or educational) will be used*
* *No invasion of privacy of subject(s) or their family*
* *No manipulation or measurement of variables that may cause physical or psychological stress (e.g., sensory deprivation, social isolation)*
* *No probing for personal or sensitive information*
* *No presentation of materials that subjects might find offensive, threatening or degrading*
* *No use of deception as part of experimental protocol*

By typing your name and date in the space below, you verify that **a)** the above items are true, and your project fits classification as Category I research using human subjects, **b)** your project meets all the requirements of the IRB and DePauw University, and **c)** the information provided in this application is correct.

*[Click to enter name and date.]*

## Study Description

*Please provide a detailed description of your study below, including specific responses to issues raised in the Questions section above. Include the topic and purpose of your research, and your procedures and measures in lay terms. Be as brief as possible, but include enough information to allow a non-specialist to understand and interpret your research. Click below to enter text.*

## Informed Consent

*Please copy your final informed consent form below. Visit the Topics section of the IRB website for more information on informed consent, including a sample form. This sample form must be edited to fit your study. Click below to enter text.*

DPU IRB Consent Checklist

DPU Informed Consent Requirements Checklist

*Check all boxes*

[ ]  Language and wording used throughout the form is appropriate and accessible for the target participants (comprehensible to participants, age-appropriate, etc.)

[ ]  Statement (in general terms) of research with appropriate description of topic, procedures, experience for participant, and duration

[ ]  Statement of affiliation with DePauw and Department/Program

[ ]  Statement of risks

[ ]  Statement of benefits and compensation (or lack)

[ ]  Statement that participation in the research is voluntary and about the right to withdraw w/o penalty

[ ] Description of confidentiality or anonymity, and brief description as to how confidentiality is protected—e.g., data and participation coding, reporting, data and participation storage method and duration (if appropriate to study), who will have access to data (if appropriate to study)

[ ]  Contact information to address concerns including names, phone/email of researcher and faculty sponsor (in some cases it may be appropriate to list *full* contact only for faculty sponsor—safety concerns, if students will be leaving soon, etc.)

[ ]  Insurance that participants no worse off from participation, and that participants have access to information.  A debriefing procedure appropriate to the nature of the study. More thorough debriefing required with strong deception, or any procedure reducing self esteem, or otherwise “harmful” to participants, but at minimum, how, where and when information will be available to be more informed about the study or see results

[ ]  Notice of copy of consent form given or offered to participant

[ ]  Statement research has been approved by DPU IRB, offer for participant to contact IRB by email (irb@depauw.edu) with any questions or concerns

[ ]  18 years of age or older affirmation (this can be in the signature statement)

[ ]  Signature lines—Written signature space, print signature space, date space.  A statement that indicates participant received, read, and understood IC, understands their rights, and by signing consents to participate.  For online signatures, a statement that the participant acknowledges the above, plus a statement that participants acknowledge that by typing a name and clicking ‘Continue’ (or a step equivalent to that) they are providing the equivalent of a legal signature.

[ ]  For recorded interviews (or other recorded procedures), a separate statement (this can be integrated into the text just before the signatures) that the participant understands the nature of the recording, and agrees to be recorded.  Some forms might allow a participant to note whether they wish the procedure to be recorded or not, and still allow for participation.

[ ]  For focus groups or other procedures that gather data in groups in which participants can observe or interact with other participants,

[ ]  A statement that notes the participant will be seen/heard by other participants.

[ ]  A statement that notes the importance of maintain the confidentiality of others, along with a statement in which participants agree that they will not discuss the responses of other participants outside of the study.

## Debriefing

*Please copy your final debriefing form below. Visit the Topics section of the IRB website for more information. Click below to enter text.*

## Additional Materials

*Please copy any additional materials below (e.g., questionnaires, appendices) here. Materials that cannot be cut and pasted into Word may be attached to your application email instead. Click below to enter text.*