HARDIN-SIMMONS UNIVERSITY
Institutional Review Board Proposal Template

Title of Proposed Project: _____

Faculty Initiated:_____ Student Initiated:_____
If student initiated research, who is the faculty advisor(s)?
_____

Name of Principle Researcher(s): _____
Department/Affiliation: _____
Phone: _____ E-mail Address: _____

Co-Researchers and Departments or Affiliations:
1. _____
2. _____
3. _____
4. _____

Proposed start date of the study:_____Expected completion date:_____

This study will be conducted: On Campus _____ Off Campus: _____

Is this project being funded by an outside agency? Yes _____ No_____
If yes, please specify who: _____

Type of IRB Review Requested: *Please check (√) desired level of review. See FAQ for more detail. Level of review is ultimately an IRB decision.*

____ Exempt Review
a. Data collected to be used by faculty or staff for on-campus decision-making purposes, i.e., dining hall, computer services, etc.
b. Study performed by an HSU student on their classmates for on-campus, in-class discussion only and does not otherwise include subjects from Item 6 below.
c. Study performed by HSU faculty using data from a previous class, ex. – to determine the effectiveness of a particular assignment or teaching style

____ Expedited Review
a. Projects that have been approved by a federally sanctioned IRB.
b. Projects that expose subjects to low risk.

___ Full Review
a. All other projects

Please complete and submit cover page (above) and items 1-15 in proposal format using Microsoft Word.

1. Provide a brief literature review supporting the need for your study.

2. Purpose(s): State the specific purpose(s) and/or research questions that will be addressed in this study.

3. Methods: Specifically describe the proposed methods
    a. Detail exactly what will happen to the subjects in a step-by-step manner, including recruitment, gaining informed consent, and experimentation.
    b. Provide examples of surveys, as well as photos, illustrations, etc that will aid the IRB committee members as Appendices.
    c. Committee members may be unfamiliar to your specific area of study so provide adequate descriptions so that the subject safety can be evaluated.

4. Research design:
    a. Provide specifics as to how data will be collected and analyzed.
    b. Be specific as to how you will treat the independent and dependent variables.
    c. Provide a power analysis.
    d. If qualitative data are collected, describe the analysis method you plan to use.

5. What type of subjects will you be studying? ____human _____animal _____other
   If other, please describe:_____
   What will be the estimated size of your sample? _____

6. Will the sample include any of the following populations? (check all that apply)
   _____ HSU students
   _____ children under the age of 18
   _____ pregnant women
   _____ incarcerated individuals
   _____ non-English speaking individuals
   _____individuals with mental or physical disabilities:
   Describe the type of impairment(s):_____

   If any of the above categories are checked, be sure to address how the rights and safety of these vulnerable populations will be protected under items 9, 10 and/or 11 below.

7. For human subjects, describe the recruitment procedures.

8. Will subjects be compensated for their participation? _____Yes ____No
   If yes, describe the type of compensation:_____

9. How will confidentiality of subjects' data be insured? (Detail how you will protect your subjects' anonymity and secure the collected data.)

10. Describe potential physical risks associated with participation in this study.

Estimate the likelihood of these risks: (check one)

___LOW ___MODERATE ___HIGH

How will you attempt to minimize these risks and insure subjects' safety?

11. Describe potential psychological risks (disclosure of private information, history of illicit behaviors, anxiety-producing tests, etc.) associated with participation in this study.

Estimate the likelihood of these risks: (check one)

___LOW ___MODERATE ___HIGH

How will you attempt to minimize these risks and insure subjects' confidentiality?

12. If applicable, describe the alternative treatment the experimental or control groups may receive.

13. Cite references.

14. Attach pertinent appendices (e.g., photos or illustrations, description of testing or treatment protocol, copy of test instrument/survey/interview questions).

15. If human subjects are being used in experimental or quasi-experimental research, an Informed Consent Form addressing each of the required components must be attached. If research has already been approved at another institution, provide a copy of the approved subject consent form. A supplemental consent form may be required if the approved form does not address all components of the HSU consent form.

OR

If a survey is being used, please attach the cover letter or e-mail announcement that will be sent to subjects along with a copy of your survey. The cover letter should specifically state that returned survey implies subject consent.