Southwestern Christian University
Institutional Review Board

Application for use of Human Participants in Research

The mission of the Southwestern Christian University (SCU) Institutional Review Board (IRB) is to protect the dignity, rights and welfare of human participants in research conducted by SCU students, faculty mentors, and staff. Research in which data are collected through the involvement of human participation may not be conducted in the absence of IRB approval. This application should be completed by SCU students, faculty, and staff planning to conduct any research involving human participants. This includes, but is not limited to, independent research projects, senior papers, and Master's Application Projects (MAP). This includes any research in which data from human participants will be or have been collected. Thus, researchers using secondary data (e.g., survey archives or archived records) must complete this application. **Your proposed research may not proceed unless approved by the IRB.**

Submission Instructions: IRB applications must be submitted by a faculty, advisor, or an administrative staff member at SCU. If a student will be conducting the proposed research, the course's instructor, student's advisor, or department Chair must submit the student's application after approving the application.

Allow two to five weeks for the IRB to review your application. Because you may be asked to submit a revised application, submit your materials well in advance of the time that you plan to begin your research. Please note that for MAP research, an IRB application cannot be reviewed prior to the Proposal receiving approval from the MAP advisor and MAP Reader.

Student's Name: _____ Phone: _____
Representative School (check one):

- □ Arts & Humanities
- □ Behavioral or Social Science
- □ Business
- □ Creative Arts
- □ Education/Sport Management
- □ Theology
- □ Graduate School of Ministry
- □ Other: _____

Principle Investigator (if other than student): _____
Principle Investigator's relationship to SCU:

- □ Graduate Student
- □ Undergraduate Student
- □ Faculty
- □ Administrator
- □ Staff
- □ Other _____

Supervisor's Name: _____

Project Title: _____

_____

Data Collection Period: From _____ to _____

□ Approved □ Denied _____ Date _____
Reason

Project Description

Purpose for this research: _____

_____

_____

Age Range of Participants: _____

Estimated Number of Participants: _____

Participant Characteristics (check all that apply):

□ SCU Students	□ Minors	□ Mental Disability
□ non-SCU Students	□ College Students	□ Physical Disability
□ SCU Alumni	□ Pregnant Women	□ Volunteers for this Research
□ Adults	□ Prisoners	□ Non-volunteers for this research

Will this research involve more than passive observation of the participants?

□ Yes □ No

If yes, please explain: _____

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Does this research involve more than minimal risk to participants?

□ Yes □ No

If yes, please explain: _____

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Minimal risk means that 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 and psychological examinations or tests.

Please provide complete answers to the following questions as they relate to your use of human participants. Avoid the use of jargon, abbreviations or scientific terms, unless those items are defined in your procedures. If applicable, you should include copies of any tests, surveys or questionnaires along with your completed application. Use Additional Sheets for answering, if needed. Do not simply paste text from your proposal. The application must clearly and briefly address the questions.

Participant Recruitment and Selection: What genders, ages, and ethnicities will be included in your researched participants? Explain your rationale of any participant inclusion or exclusion of particular subgroups.

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Do you have a control group? If yes, how was this group selected?

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Will your participants be compensated in any manner? □ Yes □ No

If yes, please explain: _____

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Research Procedure: Describe the research design and procedure. Be sure to state the hypotheses and the research design. Describe exactly what is to be done to the participant(s), and what they will be expected to do. Be specific.

If an interview, survey or other questionnaire techniques will be employed, include a copy of questions, the type of questions, which will be asked and a copy of each data-gathering instrument. Include a copy of all surveys, paper and pencil tests, standardized questionnaires, open-ended question-interview material, etc. Be sure to name and briefly describe each questionnaire to be used. If development of these materials is part of the project, describe the nature of information to be collected from participants as specifically as possible; especially describe any personal and sensitive information to be requested of participants.

Specify the total time it will take for a participant to participate and, as applicable, the number and duration of sessions for each participant, and the time period over which a participant will participate.

Is any deception involved? □ Yes □ No

If the research involves deception or coercion, please describe how and why deception or coercion is required. Also provide the explanation or debriefing that will be provided to the participants at the end of the experiment, and how the debriefing will occur (e.g., in person, written form, telephone).

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Are any participants at risk i.e., exposed to the possibility of physical, mental, or social discomfort, harm, or danger? □ Yes □ No

Please provide a concise, clear description of the risks and benefits to your participants. The statement should be understandable to non-specialists and should include:

A. A description of any potential risks or discomforts to the participant. Risk refers to possible physical, psychological, or social injury from participating in the study over and above the ordinary risks of daily life and chosen occupation. Common discomforts include fatigue associated with physical activity, stress caused by discussing sensitive topics, social discomfort caused by potential loss of confidentiality, etc.

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B. Will "sensitive data" about participants be collected? What type of sensitive data will be collected? Sensitive data includes any responses to self-report instruments and interview questions that inquire about information which the participant would not want to be made public knowledge. The threat of loss of confidentiality is considered a risk to participation and must be directly addressed in the consent form.

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C. A definition of benefits to the research participant or alternatives for participation in the study. Specify the consequences of not participating in, or withdrawing from the study, in succinct terms (e.g., if you withdraw from this study, you will or will not receive compensation). Clearly state all of the conditions of compensation, which apply to the study, so that participants may be informed should they choose not to participate or withdraw. Do not include broad benefits to society or potential research benefits to a group as a benefit to the participants.

Describe steps taken to minimize risk:
Specifically address each of the risks described above and describe what steps will be taken to minimize them.

Describe the security procedures for assuring participants' privacy and confidentiality of data.
Will participation in the study be anonymous or confidential **(it cannot be both)?** Describe the specific procedures which will be taken to ensure anonymity or confidentiality. Be certain to address the location of the physical storage of the data, who will have access to it, how long it will be kept, and how it will be disposed of. If data will be assigned a code number in lieu of names, describe whether a master list of names and codes will be kept, where it will be located, etc. If clinical vignettes will be used, will verbatim transcripts from therapy be published? How will identifying information be protected? If group interviews or focus groups are used, what steps will be taken to minimize the risk to confidentiality through other group members?

How will prior informed consent be obtained?
From participants? From others (e.g., parents, etc.)? Please attach copies of informed consent forms if these are to be employed. If informed consent is not to be obtained, provide justification. If minors are used as participants, describe how assent will be obtained in addition to parental consent.

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Investigator's assurance: I have read the Belmont Report, "Ethical Principles and Guidelines for the Protection of Human Subjects of Research" and subscribe to the principles it contains. I also agree to report any significant and relevant changes in the procedures or instruments to the Committee for additional review.

_____	_____	_____
Principle Investigator	Signature	Date
_____	_____	_____
Research Supervisor	Supervisor Signature	Date