**Champlain College Institutional Review Board Application**

Instructions:

1) Complete this application form, making sure to answer all questions completely. If a question is not applicable, answer “N/A” rather than leaving the question unanswered.

2) Save a copy for your records.

3) Submit the completed form via email to the Institutional Review Board. Send your application as an attachment (.pdf or .doc/.docx format) to: [IRB@champlain.edu](mailto:IRB@champlain.edu), with a cc email to [mlange@champlain.edu](mailto:mlange@champlain.edu).

Title of Research Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⁪ Faculty/Staff ⁪ Undergraduate Student

If student, faculty sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: All student researchers must have a faculty sponsor for their research. Your faculty sponsor must send an email to [IRB@champlain.edu](mailto:IRB@champlain.edu) indicating their approval of the project. A statement such as “I have reviewed the methodology proposed by <student’s name>, and I support his or her request for IRB authorization to begin collecting data” will be sufficient. Proposals will not be reviewed until faculty approval is received.

Type of submission (check one):

New Protocol

Renewal of an expiring protocol

Reopening expired protocol

Division/Program/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding source and application deadline(s) (if applicable):

Agency/Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deadline:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated start and completion dates of research: from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list all researchers and other principals associated with this project, both internal and external to Champlain.

Name: e-mail address: role:

Name: e-mail address: role:

Name: e-mail address: role:

1. Brief Description of Proposed Research

(Answer the questions within this form, as opposed to crafting a separate narrative.)

* 1. Write a narrative addressed to lay readers that describes the objective/aims of your research.
  2. State your research question(s), and major hypotheses (if relevant).
  3. Write a narrative that explains the theoretical approach(es) and background(s) of the research.

1. Description of Participants
   1. State the source population and approximate number of participants.
   2. State the characteristics of the participants, including age, student status, conditions of vulnerability if any, relationship to the researchers, and anything else of import. (Vulnerable participant populations include children, prisoners, people with developmental disabilities, members of politically disadvantaged groups and anyone else who might not be completely free or able to refuse participation in your research.)
   3. If your research includes non-English speaking participants, or participants from another culture, include contact information for your cultural consultant (name, address, phone and e-mail).
   4. If your research includes vulnerable participants, state the rationale for their inclusion.
   5. Describe how you will recruit participants. Include any information about use of incentives if relevant.
   6. How will you assure that participants are not in any way coerced to participate?
2. Procedures
   1. Specify the location of the study. If research takes place in a country other than the United States please complete Section G below.
   2. Describe the methods of data collection and record-keeping. (Attach copies of surveys, interview schedules, instruments, and so on.)
   3. Describe the activities in which participants will participate, including the time commitment and any equipment that will be used.
   4. If you plan to use deception, provide your rationale for using it and include your debriefing method (e.g., written document, script for verbal comments). If you do not plan to use deception, write “N/A.”
3. Risk of Harm to Participants
   1. Describe any potential risks of physical, emotional, financial or social harm to participants. If you do not anticipate any risks, write “no known risks.”
   2. Describe your methods for minimizing the risk of harm.
4. Anticipated Benefits
   1. State any anticipated direct benefits to these participants.
   2. State and describe any anticipated benefits to society-at-large or others (e.g., the academic literature).
5. Consent and Confidentiality Procedures
   1. Attach any relevant forms (consent form or consent-gaining process for participants, assent form for children, consent form for parents, video/photo release form).
   2. If you plan to obtain consent without use of a consent form, describe your justification and explain how you will be sure you have obtained informed, voluntary consent.
   3. Describe the methods for protecting the identity of individual participants.
   4. Describe your plans for maintenance and disposal of the data in a way that keeps confidential information private.
6. International Location Information (If necessary; please see the IRB Policies and Procedures for a definition of international human subjects research.)
   1. In what country(ies) will this research take place? If different aspects of the study take place in different countries, describe the procedures in each country.
   2. Describe any preparations or previous experiences that will inform your research in the proposed country.
   3. Describe the primary language(s) of the participants in this study. If languages other than English are spoken, state who will perform the translation services for any surveys, questionnaires, study documents, informed consent documents, etc.
   4. Are there standards for review of research in this country (See *2014 Edition of the International Compilation of Human Research Standards* available here <http://www.hhs.gov/ohrp/international/index.html>)? Yes \_\_\_\_ No \_\_\_\_\_
   5. Describe any social, political, or legal conditions in the research context that will relate to the conduct of this study, especially considering any risks to participants, recruitment procedures, and informed consent/assent.
7. Appendix (if necessary)

Append any forms that are used in your study, such as consent forms, surveys, interview protocols, and materials given or shown to participants.