SIMPSON UNIVERSITY

Application for Approval to use Human Participants in Research

INSTRUCTIONS

Please fill out this form on your computer (independent of your web browser). You must download and save it to your computer before filling it out and saving your edits, prior to submitting it via email to the IRB.

PERSONAL INFO

Name of Student / Principal Investigator

Street Address

City

State

Zip Code

Phone Number

Simpson Email Address

Office (if faculty)

Department

Status (if student)

- ◯ F/T
- ◯ P/T
- ◯ Not Enrolled
- ◯ Graduate
- ◯ Undergraduate

PROJECT INFORMATION

Project Title

Type of Project

- ☐ Faculty Research
- ☐ Externally Funded
- ☐ Student Directed
- ☐ Thesis / Dissertation
- ☐ Class Assignment
- ☐ Other

Sponsor or Course Title

Project Starting Date

Project Ending Date

SIGN-OFF

I certify that the research procedures for this project and the method of obtaining consent (if any), as approved by the Simpson University Institutional Review Board, will be followed during the period covered by this research project. Any future changes will be submitted for Committee review and approval prior to implementation.

Principal Investigator

Date

Faculty Advisor (if PI is student)

Date

IRB ACKNOWLEDGEMENT (IRB ONLY)

IRB Review Category

Reviewed by

Date

IRB Chair Signature

- ◯ Approved
- ◯ Contingent
- ◯ Disapproved

PROJECT DETAILS

PART I. PLEASE ANSWER THE FOLLOWING BY MARKING THE CORRECT RESPONSE:

Risk Type
- ◯ **No greater than minimal risk**
- ◯ **More than minimal**

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 or psychological examinations or tests. There are different types of risks to which human subjects may be exposed that are inherent in various research procedures. Risk is most obvious in medical and behavioral science research projects involving procedures that may induce a potentially harmful state or condition. Some examples are: the requirement of strenuous physical exercise; and/or subjection to deceit, public embarrassment, self-incrimination (the admission of illegal or immoral behavior), or humiliation. There is a wide range of medical, social, and behavioral projects in which no immediate physical or psychological risk for the subject is involved (e.g., those involving the use of personality inventories, interviews, questionnaires, observations, photographs, tapes, records, and stored data). However, some of these procedures may involve varying degrees of discomfort, harassment, or invasion of privacy, or constitute a threat to the subject's dignity, all of which pose another type of risk.

Is deception involved?
- ◯ **No**
- ◯ **Yes**

Important information regarding deception: (a) A researcher should never deceive participants about significant aspects that would affect their willingness to participate, such as physical risks, discomfort, or unpleasant emotional experiences; (b) Deception necessary to the study's design must be explained to participants as early as is feasible, preferably at the conclusion of their participation, but no later than at the conclusion of the research.

Are participants vulnerable?
- ◯ **No**
- ◯ **Yes**

Vulnerable populations are those who may have reduced capacity to consent to voluntary participation, and they include, but are not limited to, children, prisoners, the poor, pregnant women, fetuses, clinical populations or individuals who are mentally or psychologically ill or incompetent.

PART II: SUMMARIZE THE PROPOSED PROJECT INCLUDING GOALS OF PRESENT PROJECT, PURPOSE OF PRESENT STUDY, LOCATION OF THE RESEARCH AND PROCEDURES TO WHICH HUMANS WILL BE SUBJECTED.

*Consent form(s), questionnaire(s), advertisements, debriefing forms, etc., should be included with the application. Please attach at end of form.

Purpose of Present Study	
Study Location	
Study Procedures	

PART III: Please answer all of the following items.

PARTICIPANTS

1. Briefly describe the characteristics of your population(s) and your participant selection procedure. Describe the size of your sample, the ethnic background, sex, age, state of health and the criteria for inclusion or exclusion of subjects. (Include rationale for use of special classes of participants such as pregnant women, children, institutionalized mentally disabled, prisoners, or those whose ability to give voluntary informed consent may be in question.) Justification is required if your participant population is restricted to one gender, ethnic group, or other specific group.

2. Who makes the initial contact with the participants? (If you want to use patients or clients of another professional, the initial contact must be made by the other professional, to protect patient confidentiality.)

3. Describe any prior personal or professional relationship that you expect may exist between any of the researchers and the potential participants. Explain how this might influence their willingness to take part in the research.

RISKS AND BENEFITS

4. Identify any risk (here and in the consent form)—physical, psychological, and/or social—to which your participants may be exposed as a result of participation in your project (beyond the risks reasonably encountered in everyday life) and what safeguards you will use to protect the participants from these risks.

5. Describe any form of compensation to participants (e.g., money, grade, extra credit, etc. If money, extra credit or grade is given to students who participate in the project, what opportunity for extra credit or grade is provided to students who choose not to participate?)

6. Describe the benefits expected to be gained from this project. (This should include any direct benefits to the students as well as any general gain in knowledge.)

ANONYMITY OR CONFIDENTIALITY OF PARTICIPATION AND RECORDS

7. Describe methods for assuring anonymity OR maintaining confidentiality of research participants.

8. Describe the extent, if any, to which confidentiality of records identifying research participants will be maintained.

ANTICIPATED USE OF DATA

9. What will be the ultimate disposition of all data or samples collected or created as a result of this project? If data and/or samples are to be destroyed, indicate the method of destruction.	
10. How will the data be used (i.e. publish data, present paper, etc.)?	

Submit the application to the IRB Chair for review:
• One electronic copy of the application via email to the IRB Chair (irb@simpsonu.edu)
• One hard copy of the application with any additional documentation
(such as the consent forms, questionnaires, recruitment advertisements, debriefing forms, etc.)

Mail to:
Simpson University - IRB c/o Dr. Patrick Blewett
2211 College View Drive, Redding, CA 96003