MERCYHURST UNIVERSITY

INSTITUTIONAL REVIEW BOARD

Research Proposal Form

Date Submitted:

Investigator(s):

Area of Study (School):

Investigator Address:

Investigator(s) E-mail:

Investigator Telephone Number:

Advisor's Name (if applicable):

Advisor's E-mail:

Advisor's Signature of Approval:
[ ] Place X here if your Research Advisor has approved this submission

Title of Research Project:

Date of Initial Data Collection:

Annual Renewal of a Previously Approved Study
_____ Yes _____ No

Please describe the proposed research and its purpose, in narrative form:

Indicate the materials, techniques, and procedures to be used **(submit copies of materials):**

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1. Do you have **external funding** for this research (money coming from outside the College)? Yes[ ] No[ ]

Funding Source (if applicable):

2. Will the participants in your study come from a **population requiring special protection;** in other words, are your subjects someone other than **non-NCAA** Mercyhurst University students which any of this apply**: children 17-years-old or younger, elderly, criminals, welfare recipients, persons with disabilities, NCAA athletes**? Yes[ ] No[ ]

If your participants include a population requiring special protection, describe how you will obtain consent from their legal guardians and/or from them directly to insure their full and free consent to participate.

Indicate the approximate number of participants, the source of the participant pool, and recruitment procedures for your research:

Will participants receive any payment or compensation for their participation in your research *(this includes money, gifts, extra credit, etc.)*? Yes[ ] No[ ]

If yes, please explain:

3. Will the participants in your study be at any physical or psychological **risk** (risk is defined as any procedure that is invasive to the body, such as injections or drawing blood; any procedure that may cause undue fatigue; any procedure that may be of a sensitive nature, such as asking questions about sexual behaviors or practices) such that participants could be emotionally or mentally upset? Yes[ ] No[ ]

Describe any harmful effects and/or risks to the participants physical health and/or safety, emotional, social, or spiritual wellbeing, incurred as a result of participating in this research, and how you will ensure that these risks will be prevented. If these risks cannot be prevented describe the steps you will take to mitigate or minimize these risks. What Emergency Action Procedure will you follow in the event an injury occurs or a subject exhibits signs and symptoms of illness.

4. Will the participants in your study be **deceived** in any way while participating in this research? Yes[ ] No[ ]

If your research makes use of any deception of the respondents, state what other

alternative (e.g., non-deceptive) procedures were considered and why they weren't chosen:

5. Will you have a written **informed consent** form for participants to sign, and will you have appropriate **debriefing** arrangements in place? Yes[ ] No[ ]

Describe how participants will be clearly and completely informed of the true nature and purpose of the research, whether deception is involved or not **(submit informed consent form and debriefing statement by copying and pasting directly into your original document):**

The required components of the Informed Consent Form and the Debriefing Statement are located on the last page of this document. All components of each MUST be addressed. On occasion not all components will be required, but all must be addressed. The components are listed at the end of this document.

Please include the following statement at the bottom of your informed consent form: "Research at Mercyhurst University which involves human participants is overseen by the Institutional Review Board. Questions or problems regarding your rights as a participant should be addressed to the Institutional Review Board Chair; Mercyhurst University; 501 East 38th Street; Erie, Pennsylvania 16546-0001."

6. Describe the nature of the data you will collect and your procedures for insuring that **confidentiality** is maintained, both in the record keeping and presentation of this data:

7. Identify the potential **benefits** of this research on research participants and humankind in general.

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Research Proposal Form

[Copy and paste consent form, debriefing statement, questionnaires, and supplemental materials HERE, directly into this file, before sending to IRB for review]

Human Research Ethics Verification:
Protection of Human Subjects

I _____ attest that I have read the Belmont Report provided by the Institutional Review Board on the ethical protection of Human subjects. I attest that I understand why it is incumbent on me the researcher to design my research study in such a way as to ensure that all subjects who participate in my study are protected from all harm as much as possible; **OR** that any possible harm has been minimized as much as possible. I attest that in the event that all possible harm cannot be eliminated from the study I will ensure that each subject will completely understand that there is a possibility of physical, psychological, emotional, social, or spiritual harm/upset; **AND** that I have taken **EVERY** precaution to prevent or to at least minimize **ANY** possible harm to my subjects.

I understand and accept that it is incumbent upon me to provide transparency to my subjects with regard to possible harm and what steps I have taken to provide protection from the possible harm.

_____ _____

Signature Date

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Research Proposal Form

Required Components of the Informed Consent Form and Debriefing Statement

Informed Consent Form Components: Each component must be identified on the Informed Consent Form

1. Research Study Title
2. Researcher(s)
3. Purpose of the Study
4. Participant Involvement – Informs subjects exactly what they will be asked to do, how, when, how long, how many times etc…
5. Risks
6. Risk Management – how the researcher will mitigate(minimize) potential risks, AND how the researcher will handle any event that arises from the attendant risks to the subject
7. Right to Withdraw – "At any time, for any reason, without penalty"
8. Confidentiality
9. Benefits – to subject and/or body of knowledge
10. Access to Final Results – subjects have the right to final results at their expense
11. Contact Information – Researchers
12. Signatures – researcher(s) and subjects
13. IRB Bolded Statement

Numbers 4-10 of the Informed Consent must be written in the first person from the subjects perspective

Debriefing Statement:

1. Restate Title
2. Restate purpose of the study
3. Restate what the subject was asked to do
4. Restate the intended benefit
5. Restate access to aggregate results
6. Ensure researcher contact info is provided
7. Usually an expression of gratitude to the subject is warranted (optional)