Adrian College
Institutional Review Board
Application to Use Human Subjects in Research

Submit this form by email attachment to: irb@adrian.edu

Checklist for Submission

Please merge all documents into one PDF file and e-mail to irb@adrian.edu from the Principal Investigator's e-mail address.

- ☐ Merged all documents into one file
- ☐ IRB Application
- ☐ All measures (surveys, questionnaires, etc.)
- ☐ Informed consent document
- ☐ For Full Review, a proposal including literature review, hypotheses, and detailed procedures
- ☐ Training certificates for all investigators

I believe this research qualifies for a ☐ Full Review ☐ Expedited Review		
Research Project Title:		
Principal Investigator (must be a faculty member):		
The Principal Investigator will be responsible for communicating with the Institutional Review Board. Any feedback will be addressed to the PI, who is then responsible for communicating that information to any Co-Investigators.		
Department:	Telephone:	E-mail:
Co-Investigator (or student researcher): Name:		E-mail:
Date project activity to begin: Please allow a minimum of two weeks for review.		
Site of Research:		
Other Institutions/Non-Institutional Investigators (describe collaboration or use of records):		

Will this project be supported by funds (including Adrian College Funds)? Yes ☐ No ☐
Funding Agency and type of funding:

As the investigator submitting this proposed research and signing below, I agree to conduct the research involving human subjects as presented in the protocol or modifications to it in accordance with discipline guidelines and as approved by the Institutional Review Board (IRB) at Adrian College. I also agree to obtain and document informed consent and provide a copy of the consent form to each subject unless this is waived by the IRB; to present any proposed modifications in the research to the IRB for review and approval prior to implementation; and to report to the IRB any problems or injuries to subjects.

PI Signature: _____ Date: _____

Co-1 Signature: _____ Date: _____

Co-2 Signature: _____ Date: _____

Co-3 Signature: _____ Date: _____

Attach Investigator Training Certificate for each Investigator and Co-Investigator, Measures and Informed Consent Documents. See last page of this document for a consent template.

Please type your answers directly below the questions.

1. Provide a description of your research. Please clearly define the problem (justification of the research) and provide a clear purpose statement.

2. Describe the methods and subject characteristics. Include a description of all procedures to be conducted. Attach any instruments (surveys, etc.) that will be used at the end of the application. Instruments must be in the final format used by the subject.

3. Describe the risks and benefits this research has for research subjects (including physical, psychological, social, legal and economic risks). Describe any measures taken to minimize risks. Explain how the risks are reasonable relative to the benefits.

4. Describe how confidentiality will be maintained. (Be specific: Will names be attached to the data in any form? If individual results will be presented, how will confidentiality be maintained?)

5. Describe how the security of data will be maintained. How will the data be stored? How will the consent forms be stored?

6. Explain what steps you will take to increase the diversity of the subjects and to minimize inequities. If your sample will be homogeneous, explain why. Describe your recruitment procedures (use of flyers, newspaper advertisements, etc.) and explain how these procedures will help to increase diversity.

7. Does the research target any of the following: minors, incarcerated persons, fetuses/fetal tissue, economically/educational disadvantaged, pregnant women, or persons unable to give valid informed consent due to physical or mental condition? If any of the vulnerable categories listed above are involved, address rationale, any additional safeguards for their protection, and explain why the research is minimal risk for those subjects.

8. Will subjects be compensated?

☐ Yes

Explain: _____

☐ No

9. Attach informed consent document.