# 2019-2020 HUMAN SUBJECTS INTERNAL REVIEW BOARD (HSIRB) PROPOSAL FORM

This form must be completed for any research activity involving human participants. All researchers should review the Moravian College Human Subjects Research Policy found at **p:\hsirb\MoravianCollegeHSIRBPolicy.doc** before designing and submitting their proposals.

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When you have provided all of the information required in the proposal form below, please follow the submission instructions below. ***Please be aware that incomplete proposals will be returned to the proposer until they are complete.*** Failure to submit all documentation will delay the Human Subjects Internal Review Board (HSIRB) review of your research proposal.

**Proposal Review Timetable**: Please note that during the standard academic year when the committee meets regularly, it typically takes a minimum of two weeks (14 days) for the committee to review and respond to completed proposals. Most proposals require some modifications before we grant full approval and the revision process typically adds an additional week to the review process.

Submit **all** of the following:

1. This completed Human Subjects Internal Review Board (HSIRB) Proposal Form. Please make sure all required information is complete. We encourage completion of this proposal form as a Word document.

2. A copy of your Informed Consent form and/or other evidence of Informed Consent to voluntary participation [See HSIRB proposed Policy #MC.116 & MC.117. The policy statement can be viewed at Public/hsirb/.] You can also find helpful informed consent guidelines at public/hsirb.

3. A copy of all of your instruments (surveys, tests, etc.). If you are showing pictures or videos, a copy of these need to be submitted as well. You may provide links if the material will be accessible online.

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Submit ***electronic copies*** of complete proposals to:

**hsirb@moravian.edu**

You have the option of either combining the various documents in one file or submitting separate files as email attachments, but **please make sure that the file name clearly indicates the section of the overall proposal package and the author**. So, for example, please call your document something along the lines of "Johnson Proposal Form.docx" and "Johnson Informed Consent.docx." The preferred format for all materials is Word (doc/docx) or PDF. We understand that some materials may only be available in other formats, but please make every effort to send files in one of those two formats.

**Questions: contact**

Executive board members

- Dr. Sarah Johnson, Department of Psychology: johnsons@moravian.edu
- Dr. Debra Wetcher-Hendricks, Department of Sociology: wetcherhendricksd@moravian.edu
- Dr. David Wilkenfeld, Department of Rehabilitation Sciences: wilkenfeldd@moravian.edu

## Part I: RESEARCHER

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|---|---|
| 1. **Proposer/Principal Investigator (PI) (note if student):** | 2. **Department of PI:** |
| 3. **Mailing address of PI:** | 4. **Phone of PI:** |
| 5. **E-mail address of PI:** | |
| 6. **Names/Departments of co-investigators (note if student):** | |
| 7. **Faculty Advisor (if student is PI):** | |
| 8. **Title of Proposal:** | |
| 9. **This is a (please check):**<br>_____ New Proposal<br>_____ Resubmission of a rejected Proposal<br>_____ Renewal<br>_____ Request for modification | 10. **Research Dates:**<br>Clearly define the submission, start, and end dates. Format as month, day, year.<br>**Submitted on:**<br>**Proposed start date:**<br>**Proposed end date:** |
| 11. **CITI certification is (please check all that apply)[1]:**<br>_____ Attached for (list relevant names):<br>_____ Already on file with IRB for (list relevant names): | |

[1] All investigators on the proposal must have a CITI certificate filed with the IRB. Contact the IRB with any questions about CITI. **At this time students are not required to have a CITI certification on file, but faculty advisors for those students should. This will change at some point; watch for an announcement.**

## Part II: PROPOSAL TYPE (Exemption categories)

1. This research involves **ONLY** the use of **educational tests** (cognitive, diagnostic, aptitude or achievement).

_____ Yes
_____ No

2. This research collects interviews or surveys **ONLY** of **elected or appointed public officials** or candidates for such.

_____ Yes
_____ No

3. This research involves **ONLY** observations of **public behavior**.

_____ Yes
_____ No

4. This research involves **ONLY existing data, documents, records or specimens**.

_____ Yes
_____ No

5. List the **research funding sources**, if any.

6. The results of this research will be published.

_____ Yes
_____ No
_____ Uncertain

If you marked "yes" or "uncertain", please provide a brief description of the possible forum of publication (for example, peer-reviewed journal, conference presentation, etc.)

Description of publication forum:

***In this next section, you will provide extensive details about the research project. Please make sure that your explanations/descriptions are clearly written and grammatically correct so that the committee can accurately follow and assess your proposal.***

## Part III. DETAILS OF THE RESEARCH PROJECT

1. In this section, please address each of the following subheadings separately using the separate boxes provided. It is okay to repeat information (succinctly) if there is overlap across sub-sections.

**a. Objectives:**

**b. Design:**

**c. Procedures (makes sure you clearly describe what is required of subjects):**

**d. Outline procedures/steps to reduce risks to subjects:**

**e. ATTACHED DOCUMENTS:** Please check below to indicate any documents you are including with your proposal (including all supplementary materials):

**Please check all that apply (this should be a complete list of the documents you are including):**

**_____ Proposal form**
**_____ Informed consent form**
**_____ Debriefing statement**
**_____ Surveys/questionnaires/inventories (list all that are included):**
**_____ Stimuli (pictures, videos, text documents, etc.; list all that are included):**
**_____ Letters of support (list all that are included):**
**_____ Other (please list):**

2. This research focuses on the following GROUP(S) vulnerable to risk. Check all that apply.

_____ Subjects under the age of 18
_____ Prisoners
_____ Pregnant women
_____ People with mental, cognitive, intellectual, or physical disabilities
_____ Volunteer sample so vulnerable group membership may be unknown

***Research Design Note:*** *If you are asking for* ***volunteer participants****, you will not necessarily know whether or not your participants are under 18, pregnant and/or disabled. In fact, your volunteers may themselves not know whether they fall into one of these categories. Therefore, if you are asking for volunteer participants, you need to think carefully about whether or not your research project could adversely affect someone in any of these categories, and if so, how you might try to either screen out these individuals and/or design the project so that the risk to these individuals is minimized.*

2a. If you checked any or all of the groups identified above, explain why you need to use the group and the methods you will use to minimize risk. If your research design proposes no special risks to these vulnerable individuals even if they happen to be included in your sample, please state why:

3. This research might affect people with special vulnerabilities (for example, pregnant women, people with allergies, people taking some medications, people with cognitive impairments such as ADHD, etc.)

***Research Design Note:*** *Think carefully here again about whether or not your research design could negatively affect people with special vulnerabilities. For example, does your research design require so much concentration and/or computation that it might result in considerable stress for someone with a cognitive impairment? Are people completing your instrument in solitude or in a group setting? Might comparative performance result in excessive stress?*

_____ Yes
_____ No

If you checked "Yes", explain the methods you will use to minimize risk to these people.

4. Describe your subject pool including:
   a. the intended number of subjects
   b. subject characteristics/demographics

5. Describe in detail the methods you will use to recruit your subjects.

6. This research involves **deception** of subjects.

_____ Yes
_____ No

If you checked "Yes", describe the nature of the deception and your debriefing procedure. You will need to provide the debriefing statement with the full proposal submission. Even if the debriefing will be done orally, you need to submit the text of the verbal statement that will be read to participants.

7. Explain by whom and how the subjects will be informed of the purposes of this research project. State how consent will be given by the participant (i.e., written, spoken, or implied). *(Remember to provide a copy of the informed consent form with this proposal form.)*

8. This research collects information, which (check all that apply)

_____ deals with **sensitive aspects** from the participant's point of view.
_____ identifies the subject by **name** or **personally identifying number codes** (e.g., ID or social security number).
_____ might place the subject at **risk of liability** if made public.
_____ might place the subject's **financial standing or employability** at risk if made public.

***Research Design Note:*** *Think carefully about whether or not your research deals with topics that may be sensitive from the participant's point of view. Sometimes it is not obvious to the researcher that the subject of their research may be a sensitive topic for others.*

If you checked any or all of the categories above, explain the methods you will use to

a. safeguard the data you collect (you need to describe this safeguarding procedure in detail, including but not limited to a description of how the data will be protected

(for example, in a locked cabinet), whom will have access to the data, and how and when the data will be destroyed)

b. inform subjects of available support services (If your participants are drawn from the Moravian College community, please provide contact information for the Counseling Center, Campus Safety and the Health Center—contact information available on the HSIRB website. For participants drawn from other communities, please provide the comparable support service information.)
c. minimize the risk of identification of subjects.