Institutional Review Board (IRB) Application

Complete this form electronically using Adobe Acrobat Reader or Pro

Title of Research:

Section I: Research Team

First and Last Name of Principal Investigator:

Email of Principal Investigator:

If student research, provide name of Faculty Sponsor:
(faculty sponsors include: dissertation chairs, thesis
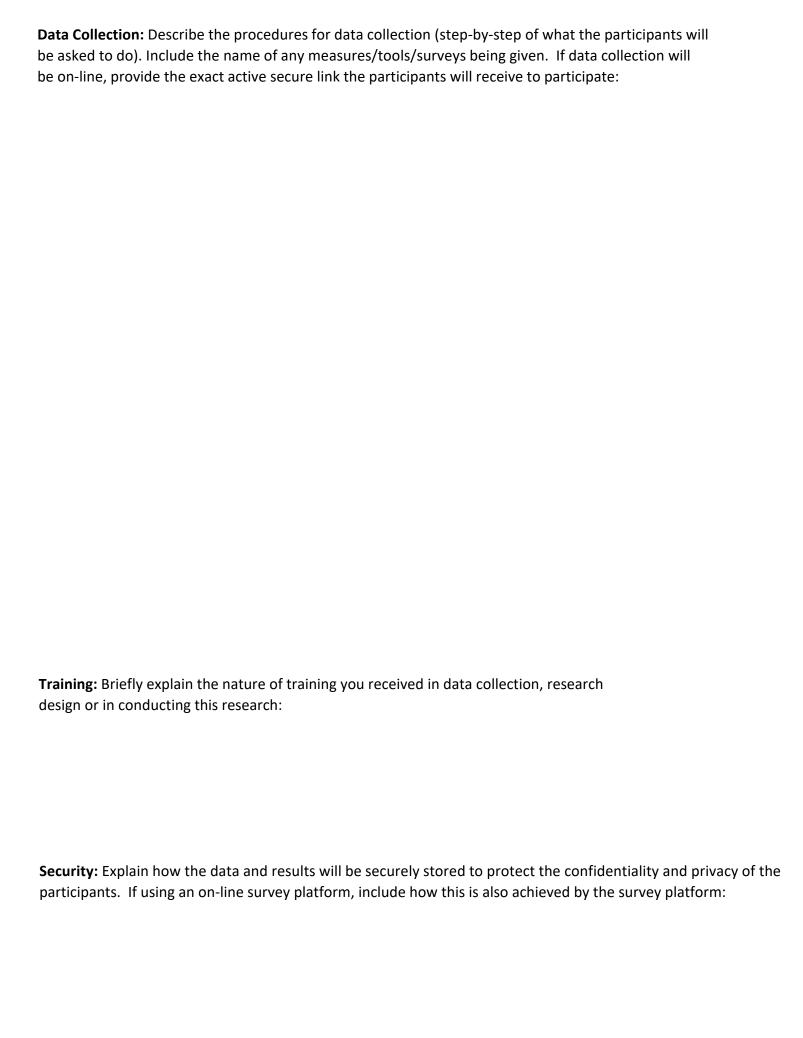advisors, or professors of a class)

Email of Faculty Sponsor:

Names of all others on research team (first and last name)

Section ll: Study Information

This study is primarily being completed as part of:

Doctoral Dissertation

Graduate Student Research

Undergraduate Research

Faculty/Staff Research

Grant or Contract

Other:

Level of Risk:

Based off participant level of risk, which level review are you applying for (review the IRB Handbook for definitions of each level):

Exempt Review

Expedited Review

Full Board Review

Will the recruitment or data collection for this study be conducted on the internet?

Yes

No

Name of Location(s) where recruitment or data collection of study will be conducted. If online/ virtual, provide webpage names and URLs. (note you will need to submit letters of approval for each location):

Note that you may not recruit participants until after the IRB has provided a letter of approval for your study Proposed date to start recruiting participants:

How many participants do you aim to have?

How much time is expected of each participant to complete the study?

Section lll: Description of Study

    Recruitment: Describe your recruitment procedures.

    Inclusion: Describe inclusion criteria for participants (language, education level, technology proficiency, etc.):

    Exclusion: Describe exclusion criteria for participants:

    Rationale: Describe rationale for the research project and the reason for using the participant population in question:

Incentives: Are there any forms of incentives used to encourage participation (i.e., monetary bonus, benchmarking results for participating organization)? Specify:

Benefits: Provide any potential benefits to participation in the study (not including the above incentives):

Risks: Provide any potential risks to participants that may occur in their participation, and what is being done to minimize these risks:

Informed Consent: Describe the procedures that will be used to obtain informed consent and protect the anonymity of the research participants:

Data Collection: Describe the procedures for data collection (step-by-step of what the participants will be asked to do). Include the name of any measures/tools/surveys being given. If data collection will be on-line, provide the exact active secure link the participants will receive to participate:

Training: Briefly explain the nature of training you received in data collection, research design or in conducting this research:

Security: Explain how the data and results will be securely stored to protect the confidentiality and privacy of the participants. If using an on-line survey platform, include how this is also achieved by the survey platform:

Attestation

*Application is not considered complete until the IRB notifies that it has received all study materials including but not limited to:

-Completed IRB Application signed by principal investigator.
-Human Subjects Training Certificate(s) for all research team members.
-Any instruments/surveys/measures/screening tools that participants will interface with.
-Recruitment Flyers/Documents, including text of e-mail or web-based solicitation.
-Letters of Approval for locations, measures, recruitment, etc.
-Informed Consent document(s).
-Faculty sponsor approval form (if student research).

*Completion and approval of this form and application materials are required **PRIOR** to collection of data.
*Average length of review is 2 weeks, although it may take longer.

By electronically signing here you are attesting that the above information is accurate and adheres to all ethical standards.

Signature: Date:

Student Research: After filling out this application email your IRB application and research materials to your faculty sponsor for their approval. Your faculty sponsor will then review the application and all materials. They will work with you on revisions needed for their approval. Once approved by your faculty sponsor they will submit your application, all materials, and Faculty Sponsor Approval form in a single email from a HIU assigned email address. Faculty sponsors, email submission to IRB@hiu.edu with your student cc'd. **Note that student applications sent from non-HIU email addresses will not be reviewed.

***Faculty and Staff Research: After completing and signing, in a single email send this application along with all study materials listed in the attestation section above to IRB@hiu.edu, from your HIU email address. ***