

Research Approval Application
WJC Institutional Review Board for the Use of Human Subjects

(Please complete and email, along with an attachment containing copies of any questionnaires, consent forms, or other written materials, to irb@william.jewell.edu.)

Please allow a minimum of ten (10) days for completion of IRB review.

(It will help us move proposals through the process if attachments are clearly labeled and in order of their mention in the proposal.)

1. Title of Project:

2. Name(s) of researcher(s):

(Student researchers, please be sure that your Faculty Supervisor has submitted the Faculty Endorsement Form)

(Note: If one or more of the researchers is from off campus, please consult point 7 of the IRB Policies and Procedures, 2013-2014.)

3. Faculty Supervisor:

(Student researchers please note: Faculty supervisor should send the 'statement of faculty supervisor approval', available with the other IRB forms, in a separate email to irb@william.jewell.edu.)

4. Brief Statement of Purpose:

(Describe the purpose of the research in no more than three sentences. Fewer is quite acceptable.)

5. Proposed Subjects:

Who will participate and how do you plan to recruit the participants? Please mention others involved in the recruiting process, means of identifying proposed subjects, and any incentive offered to participants.

6. Approximate proposed start date (for data collection)_____

Approximate proposed completion date (for data collection)_____**

(If project extends more than 60 days beyond the date indicated, IRB should be notified.)

7. Procedure:

(Fully describe the research procedure to be applied to all or to any subset of your subject group. PLEASE USE LANGUAGE UNDERSTANDABLE BY THOSE NOT IN YOUR FIELD INSOFAR AS POSSIBLE.)

8. How will the consent of participants (and, where applicable, their legal guardians) be obtained and documented? (An explicit, written informed consent agreement is generally used. If you need an example of such an agreement, please email the IRB committee chair. The consent form for you study should accompany your proposal.)

8a) Approximately how much time will be required of each research participant?

9. Have you attached (or supplied links to) copies of any forms, measurement instruments, and other written materials? (Include any documents relevant to participants' consent described in 7.) If not, please tell us why not.

10. Will the research involve the disclosure of health-related or other legally protected personal information? ("Protected information" is listed in a document on the IRB information site.)

yes no (If yes, please explain the steps that will be taken to prevent inappropriate disclosure of this information.)

11. Will participants fulfill any part of a course requirement through participation?

no yes If yes, please specify the alternative means of fulfilling the requirement that is available to students in lieu of such participation.

12. Will data collection include activities beyond the William Jewell Campus?

no yes (If yes, please indicate the location and how necessary approval will be obtained.)

13. Once data are gathered, how will they be stored (or, if applicable, destroyed) so as to assure continued protection of participants' confidentiality?

14. Will subjects be placed at risk, physically or psychologically, by the procedure?

____yes ____no

(If yes, explain how you will minimize the risk and why it is necessary to the research.)

15. In lieu of signatures, the researcher submitting the proposal should send cc's to all other researchers whose names are on the proposal. **

PLEASE SUBMIT THE PROSAL ELECTRONICALLY TO, irb@william.jewell.edu.

Please direct any questions about the form to Dr. Pat Schoenrade via the irb email or at 415-7583 (781-7700, ex 7583).

** (When a proposal is submitted by student researchers, the faculty supervisor should have previously received a cc of the proposal. At the time of submission, the faculty supervisor should also send an email of approval to the IRB using the very brief template available in the public folder.)