

## Stonehill College Institutional Review Board Application Form

Please email completed, signed form to: Bonnie L. Troupe, [btroupe@stonehill.edu](mailto:btroupe@stonehill.edu) or submit a hardcopy to the Office of Research, Grants & Sponsored Projects, Duffy 119

### **Basic Information**

Date submitted: \_\_\_\_\_ Date approved: \_\_\_\_\_

Name of researcher: \_\_\_\_\_

Stonehill Faculty/Staff?            Yes            No

Contact Info (phone and email): \_\_\_\_\_

Faculty/Staff Sponsor if different: \_\_\_\_\_

Title of Research Project: \_\_\_\_\_

### **CITI Training Requirement**

Has your entire research team (including all students and investigators) completed the CITI training?  
Please see the IRB procedures page for more information.

Yes            No

This training must be completed PRIOR to submitting your IRB application. You will receive a certificate upon completion of the training. **All certificates must be included with your application.**

### **Nature of the Study**

Does the research involve:

Yes    No

- a. Drugs or other controlled substances?
- b. Payment or other compensation for participation?
- c. Access to participants through a cooperating institution?
- d. Participants taking internally or having externally applied any substances?
- e. Removing any fluids (e.g. saliva, blood) or tissues from participants?
- f. Participants experiencing stress (physical or psychological) above a level that would be associated with their normal, everyday activities?
- g. Misleading or deceiving participants about any aspect or purpose of the research?
- h. Participants who would be judged to have limited freedom of consent (e.g. minors, intellectually disabled, ill or aged)?

Yes      No

i. Any procedures or activities that might place the participants at risk (psychological, physical or social)?

j. A written consent form?

k. Data collection over a period longer than 6 months?

l. Sensitive aspects of the participant's own behavior, such as illegal conduct, drug use, sexual behavior, or alcohol use?

### **Lay Summary**

Please attach to this form a description of your research so that the IRB may assess its risks and benefits. Describe your research project using lay language—language understood by a person unfamiliar with the area of research. The summary should address any 'yes' responses in items a-l above. In addition, address each of the following areas:

**A. Rationale and Aims**—the research question; why this needs to be addressed

**B. Procedure and Protocols**—include a detailed description of participant's experience

**C. Description of Participants**—study population, inclusion criteria, how recruited

**D. Procedures for Obtaining Informed Consent**

**E. Potential Risks and Benefits**

**F. Safeguards Against Risk**

**G. Debriefing Procedure**

### **Additional Items**

Please attach additional items that may help the IRB committee fully understand the research project, if applicable. These may include:

A. Grant proposal for the research, if applicable

B. Informed consent form—required in most cases

C. Debriefing statement—what participants will be told after completing the procedure

D. Agreements from other participating institutions

E. Survey instrument/research questions

F. **Required:** CITI certificates for all research team members must be included with your application.

**Certification**

1. I am familiar with the policies and procedures of Stonehill College regarding human participants. I subscribe to the standards in the Stonehill College IRB document and will adhere to the policies and procedures explained therein.

2. I am familiar with the published guidelines for the ethical treatment of participants associated with my particular field of inquiry (e.g., as published by the American Psychological Association, American Sociological Association, NASW Code of Ethics).

3. I am familiar with and will adhere to official policies in my department concerning research activity (e.g., Psychology Department, Biology Department).

4. I understand that upon consideration of the nature of my project, the IRB may request a full application for review of my research at their discretion and convenience.

5. If changes in procedures involving human participants become necessary, I will submit these changes in writing to the IRB for review before initiating the changes.

SIGNATURE:

DATE:

Investigator(s)

SIGNATURE:

DATE:

Investigator(s)

ALL STUDENT APPLICATIONS AND APPLICANTS FROM OUTSIDE THE COLLEGE MUST HAVE A COLLEGE SPONSOR

SIGNATURE:

DATE:

Research Sponsor