

**Union Institute & University
Institutional Review Board**

**Human Subjects
Research Description**

IRB Use Only
Date Received:
IRB No.
Certified / Approval Date:
Reviewer:
Date Sent to Reviewer:

All research projects involving human subjects must submit an application for review and approval by the Institutional Review Board (IRB) prior to initiation of the research. Attach completed applications and research proposals and appendices to e-mail messages to mary.ginn@myunion.edu. If you have questions, contact the IRB at 513.487.1153, or 800.486.3116, ext. 1153.

Insert [Your Name, ID #, Study Title, and Page X of Y] on every page—header or footer (Select from Insert menu.).

1. **Principal Student Investigator (PI) Name & Contact Information** (mailing address—for approval letter, telephone numbers, e-mail addresses):
2. Graduate Student Undergraduate Student Faculty Staff
3. **Researcher’s UI&U ID Number:**
4. **Degree program:**
5. **Student’s concentration/ specialization; employee’s department name:**
6. **Faculty advisor/ dissertation chair/ supervisor:**
7. **Advisor/ chair/ supervisor e-mail address:**
8. **Second core reader:**
9. **PsyD Principal Faculty Investigator (PI) & Contact Information:**
10. **Date CITI Course Basic Modules Completed:**
11. **Other involved institution that requires IRB review/ approval:**
(Submit copies of IRB approval letters from other institutions.)
12. **Funding source:**
13. **Attach** resués of other individuals who will interact with subjects (assistants, co-researchers, collaborators).
14. **Attach** resués for PI to verify experience and qualifications to conduct research with the study population.

Project Description:

Project Title:	
Projected Beginning Date: (after IRB approval)	Projected Ending Date: (12 months initially)

This project makes use of the following types of subjects and/or locations: (Check all that apply.)

- | | | |
|---|---|---|
| <input type="checkbox"/> Children | <input type="checkbox"/> Elementary and Secondary Schools | <input type="checkbox"/> Prisons/ Prisoners |
| <input type="checkbox"/> Children – More Than Minimal Risk | <input type="checkbox"/> Pregnant Women, Neonates, and/or Fetuses | |
| <input type="checkbox"/> International Research – In another country(ies) | <input type="checkbox"/> Internet Research* | |
| <input type="checkbox"/> Persons with Mental Illness | <input type="checkbox"/> Research in a Hospital (HIPAA Required) | |
| <input type="checkbox"/> Persons with a Physical Disability | <input type="checkbox"/> Elderly Persons | |
| <input type="checkbox"/> Persons with Illnesses or Disorders | <input type="checkbox"/> Students Used as Research Participants | |
| <input type="checkbox"/> Non-English Speaking Participants | <input type="checkbox"/> Other Location _____ | |
| <input type="checkbox"/> Economically/Educationally Disadvantaged Persons | | |

Take elective CITI Course modules associated with each study population included in your study.

*Internet research involves research on Internet activities as well as using the Internet for a survey, interview, focus group, etc.

The following media will be used in this study: (Check all that apply.)

- Audio recorder Digital audio recorder Video recorder Photographs Other (specify):

Data Collection Method: (Check all that apply.) Interview Survey Questionnaire

- Purchased instrument Instrument used with author's permission Other (specify):

Sensitive Data Collection: (Check all that apply.) Substance abuse Sexual behavior/ orientation/ abuse

- Criminal activities Other (specify): None

Number of Participants:

Principal Researcher's Assurance Statement:

I have read Union Institute & University's policy concerning research involving human subjects, and I agree to:

1. Accept responsibility for the ethical conduct of this research.
2. Obtain approval from the IRB prior to changing any procedures.
3. Submit a Progress Report describing the current status of the project as specified in the approval letter.

Student Pls: Send your application and all materials to your faculty advisor or dissertation chair for review and approval prior to sending to the IRB.

Faculty Pls: Submission by attachment using your Union e-mail address to the IRB serves as your signature and pledge to abide by the conditions stated above.

PsyD Primary Faculty Investigator Signature __[TYPE NAME HERE]____ Date: __[TYPE DATE HERE]____

Electronic signature [HIGHLIGHT BOX & CLICK X.]

Primary Student Investigator Signature __[TYPE NAME HERE]____ Date: __[TYPE DATE HERE]____

Electronic signature [HIGHLIGHT BOX & CLICK X.]

Advisor / Chair/ Supervisor Signature __[ADVISOR TYPES NAME HERE] Date: __[ADVISOR TYPES DATE HERE]____
Electronic signature [HIGHLIGHT BOX & CLICK X.]

Provide information on the following issues in nontechnical language. Refer to the *general application and research proposal preparation guidelines* for issues to consider for each topic. Leading questions are not all-inclusive; you must provide a description of your project sufficient for reviewers to weigh the risks, benefits, and human protection provisions of your project. Refer to attachments/ appendixes (e.g., consent form(s) and recruitment documents) in the descriptions. If you believe that a question is not applicable to your study, enter N/A.

1. Purpose of Research: *Provide a description of the nature, purpose, and potential value of the proposed research.*

What are your research question(s) and/or hypotheses?

How will the resulting information contribute to the existing knowledge base? What do you expect to learn and how will it be of value to participants and others?

How will the resulting information be disseminated? Include degree program final document, thesis, dissertation, as well as journal articles, professional presentations, website(s), and any other potential uses and/or media:

2. Subject Population Description: *Provide age range(s), gender, ethnicity (if applicable), occupations, and other important descriptors relevant to your recruitment and data collection. Describe people who will be potential participants in your study.*

3. Research Procedures/ Methods. *Provide a description of each activity, discuss human subject protection issues—identities and data—refer to attached materials (consent forms, surveys, scripts for recruitment e-mails, presentations, telephone calls, etc.):*

a. Recruitment and Selection of Subjects: *Describe how study location administrators and potential participants will be contacted and informed about the study; provide scripts of recruitment messages for administrators and participants (e-mails, flyers, online posted messages, presentations, letters, etc.). Describe how you want potential participants to contact you to ask questions and/or volunteer:*

b. Describe the research activities and the order in which they will take place: *Explain what participants will be asked to do; if more than one activity (e.g., pre-test/ survey/ interview/ post-test, etc.), clearly describe them.*

State the estimated amount of time devoted to each activity, including reviewing transcripts.

Attach surveys, focus group and interview questions, etc., as appendices.

c. Describe the research (data collection) method and analysis: *Describe clearly the collection method(s) clearly (e.g., quantitative analysis, grounded theory, ethnography, etc.).*

Describe the data analysis process.

d. Research Location(s): *Where will research take place?*

Whom (position title) will you contact to obtain permission to conduct all or portions of your study at all identified locations? How will you obtain permission to utilize that location?

Attach approval/ permission letter(s) from study locations.

e. Consent (Adults)/ Assent (Children) Process Description (attach forms & scripts as appendices and refer to them): *Provide a clear description of the process for obtaining consent/ assent of subjects or their*

representatives—initial contact with potential participants such as a group meeting, classroom, etc.; when, where, and how consent/ assent forms will be presented to participants; how consent/ assent forms will be kept separate from surveys, interview notes, or other collected data:

- f. Procedures for Safeguarding Confidentiality of Information:** *Who, such as transcribers, assistants, and statisticians, will have access to confidential data in addition to the researcher?*

Where and how will data be stored securely during the study and after the study is completed, including audio and video tapes, photographs, transcripts, and/or digital recordings? (e.g., in a locked file cabinet in a locked closet; electronic files in a password-protected computer in researcher's home) State that all study data will be retained in a secure location for a minimum of three years after the study is completed and then destroyed.

- g. Deception and debriefing:** *If used, provide justification for deception (anything intentionally not telling participants about the study) and describe the debriefing process; attach debriefing script. (See IRB Handbook for information about deception in research and debriefings.)*

- h. Research resources:** *Describe individuals who will assist in the consent process, survey distribution and collection, data analysis, etc.*

- 4. Potential Risks and Discomforts.** *Describe potential risks, such as loss of confidentiality of data, loss of privacy related to participant identity, embarrassment, emotional reactions, etc., to subjects. Include high risks such as those that may be associated with criminal activities:*

What action will be taken to minimize the effect of all identified potential risks? How will you handle emotional reactions? What resources will be available for participants who become emotional?

- 5. Potential Benefits.** *Briefly discuss any identifiable benefits that subjects “may” (not will) receive now or in the future:*

Describe the benefit to the community and society (e.g., students, academic field, research, etc.):

Describe how potential benefits to participants, community, and society outweigh identified risks:

- 6. Context of Study – Brief Literature Review – no more than five pages: (Include reference list and/or bibliography.)**

- 7. Attach/ append additional materials below (X all that apply, add appendix number or letter):**

- Recruitment Materials (ads, fliers, letters, posters, scripts for e-mail messages, telephone and/or presentations, Web site postings, etc.)
- Consent Forms(s)—for all groups of participants; may include separate video- and/or audio-recording forms
- Assent Forms/ Scripts for Children
- Confidentiality Agreements (if used) for individuals who will assist in the collection, synthesis, and/or analysis of data; e.g., transcribers, statisticians, data-entry persons
- HIPAA documents—authorization/ permission forms in medical and/or hospital settings
- Questionnaires/ Surveys
- Interview/ Focus Group Questions/ Interview Guide
- Permission Letters for Use of Facilities/ Locations
- IRB and/or Research Committee, and/or Administrator Approval Letters from all Study Locations and Other Institutions
- Researcher and Assistant Resumés
- Researcher's Professional Association Ethical Guidelines