Revised Aug., 2011

Project Number: _____

INSTITUTIONAL REVIEW BOARD (IRB)
RANDOLPH COLLEGE
REQUEST FOR HUMAN PARTICIPANTS REVIEW

The Institutional Review Board (IRB) of Randolph College follows the federal and state guidelines governing the conduct of research with human participants to ensure that the rights and welfare of all research participants are adequately protected. The policies and procedures of the Randolph College IRB are derived from Title 45 Part 46 of the Code of Federal Regulations, Protection of Human Subjects (45 CFR 46). It is the responsibility of the researcher to obtain approval from the IRB prior to conducting a research study. Please submit the completed form to the Chair of the Institutional Review Board, Professor Pam Risenhoover. **This form may be submitted electronically; however one hard copy with signatures is required before it can be reviewed.**

Title of the Project:

Primary Investigator(s):

Faculty/Staff Sponsor:

Funding Source (if applicable):

Dates of the Study: *Provide beginning and end dates of the project*

Location of the Study:

Purpose of the Study:

Participants and Contact Method:
Provide a description that addresses the following questions:

- *Who will serve as participants?*
- *Are participations being selected for any specific characteristics?*
- *Approximately how many participants will be involved?*
- *How will individuals be recruited to participate?*
- *How will you maintain the confidentiality or anonymity of research participants both during data collection and after the research is completed?*

- *What, if any, records may link the participant's identity to the research?*
- *What will be the duration of participation?*
- *Describe any circumstances under which participation may be ended by the researcher.*

Procedures:
Provide a detailed description of the research protocol that will be use to collect data and any instructions that will be given to participants.

Risks and Benefits:
Describe any foreseeable physical or psychological risks or discomfort to the participants and what steps will be taken to minimize them. Describe the potential benefits of the research which justify the risks or discomfort.

Informed consent:
Describe how informed consent will be obtained. Attach a copy of the informed consent form.

Attachments:
Please attach a copy of any instrument(s) that will be used. Provide copies of any and all written materials that will be provided to research participants. If the information will be collected verbally, please provide a list of all questions that will be used.

Please note that **if any changes are made to this research, these changes must be approved by the IRB**. If changes are made, only the changes should be submitted to the committee, noting the name of the original research proposal on file. Questions about changes should be directed to the committee chair. To determine if procedure changes occur, it is advisable that you keep a copy of this form before turning it in.

We understand and will abide by applicable state and federal regulations and professional standards regarding research with human participants. Furthermore, we agree that the research will be conducted in accordance with this proposal and that permission will be sought from the Institutional Review Board if any changes are to be made to the research.

Investigator(s) _____ Date: _____

Faculty Advisor _____ Date: _____
(Required if the principal investigator is a student)

The following section is to be completed by the Chair of the Institutional Review Board

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REVIEW OF RESEARCH

TYPE OF REVIEW:

- ☐ Expedited Review
- ☐ Full Review

ACTION TAKEN:

- ☐ Unconditionally Approved
- ☐ Conditionally Approved (See attached letter)
- ☐ Not Approved (See attached letter)
- ☐ Tabled, Pending Further Review

_____ _____

Institutional Review Board, Chair Date