

Kansas Wesleyan University
Committee for the Ethical Treatment of Human Subjects (IRB)
Human Subjects Research Proposal

Principal Investigator:

Name:
Degree:
Title/Rank:
Department:
Campus Mailbox:
Phone Number or extension:
Email Address:

Faculty supervisor (if researcher is a student):

Name:
Campus Mailbox:
Phone Number or extension:
Email Address

Funding Agency or Source (if applicable):

Level of Project:

Faculty Research
 Student Research: Thesis Honors Project Class Project
 Other (specify) _____

Descriptive Title of your Proposed Project:

Type of Application Requested

New : Exempt Expedited Regular

 Previously approved: Change in Title or Funding Agency
IRB Number: Modification /Addendum
 Annual review

I hereby certify that I have completed training on and am aware of all KWU policies regarding the ethical treatment of human subjects in research.

Signature: _____ Date: _____

Please attach supporting information, as described on the other side:

<i>For Office Use Only</i>	
Project number: _____	
Review: <input type="checkbox"/> Exempt	Status/Decision: <input type="checkbox"/> Approved
<input type="checkbox"/> Expedited	<input type="checkbox"/> Approved with Revisions
<input type="checkbox"/> Regular	<input type="checkbox"/> Declined

Please attach the following written documentation:

1. **Ethical issues information.**

- a. If your research includes any of the following ethically questionable practices/topics, provide explanation and ethical justification for the procedure and describe how you would adequately protect participants: deception of subjects, shock or other forms of punishment, sexually explicit materials or questions, handling of money, extraction of blood or other bodily fluids, questions about drug use, sexual orientation, sexual experience, or sexual abuse, purposeful creation of anxiety, invasion of privacy, physical exercise or stress, administration of substances (food, drugs, etc.), or any other procedure that might place participants at risk.
- b. If your research collects data from any of the following sensitive populations, provide explanation and ethical justification for the procedure and describe how you would adequately protect participants: under 18, over 65, physically or mentally disabled, economically or educationally disadvantaged, unable to provide their own legal informed consent, pregnant females as target population, victims, subjects in institutions (for example, prisons, nursing homes, halfway houses).
- c. Do you have a plan for responding to any emergencies or other problems arising from the research (such as dealing with upset or emotionally distraught subjects)?
- d. In your opinion, does the research involve more than minimal risk to participants? If yes, provide an explanation of the benefits of the research to the participants and to the discipline or profession.
- e. Are any emergencies or adverse reactions (physical, psychological, social, legal, or emotional) probable as a result of the research? If yes, explain how they will be handled.
- f. Do subjects leave the study or experiment in approximately the same emotional state as they began? If no, then explain how distress will be handled (usually this involves more detailed informed consent and debriefing).
- g. Do you preserve the anonymity of participants? If no, explain why and describe how you will protect the identity of participants.

2. **A brief description of the experimental procedures** to be used. Include enough detail so that reviewers can understand the purpose of the study, any relevant variables, and how participants will be selected and treated. Assume an intelligent audience, but not one from your discipline, so please avoid jargon and overly technical descriptions.

3. **A copy of the informed consent form** that you will be using and/or other procedures to be used to assure informed consent. The basic elements of informed consent include: a statement about the purposes of the research, a description of the procedures to be followed, the expected duration of the subject's participation, a description of any reasonably foreseeable risks or discomforts, a description of any reasonably expected benefits to the participant and/or others, a statement describing the extent to which confidentiality of records will be maintained, a description of any compensation to the participant, contact information for researcher, supervisor, or IRB in case of questions, and a statement that participation is voluntary, that participants may choose to not participate or discontinue their participation at any time without penalty or loss of benefits to which the participant is otherwise entitled. These elements should be included as part of the consent form or as part of the instructions prior to consent. If participants are unable to provide their own consent, please provide copies of the assent form (in simplified language) and the consent form to be signed by a parent/guardian. A written consent is *not* required for "exempt" level submissions unless participants will be audio- or video-taped or unless participants are minors, but *is* required for all "expedited" and "regular" level submissions.

4. A copy of the **instructions and debriefing** that will be given to the participants (orally or written). If participants are not debriefed, explain why. Debriefing generally involves an educational process whereby the participant learns about the hypotheses and theories involved (including disclosure of any deception) and is given the opportunity to provide feedback about the research process. Every attempt should be made to undo any ill effects so that participants leave in as good as, if not better, a state than they were when they began.

5. A copy of **any questionnaires or stimulus materials** that will be given or presented to the participants.