HARDING UNIVERSITY
INSTITUTIONAL REVIEW BOARD

Request for Research Review

Submit this completed form to the IRB as an email attachment: irb@harding.edu.

Date:

Proposal Number:
(to be assigned by IRB administrator)

Title of Project:

Name and contact information for the Principal Investigator:

Investigators

	Department/Affiliation	Date of training*
Principal Investigator		
Co-Investigator 1		
Co-Investigator 2		
Co-Investigator 3		

*(Attach copy of certificate if not on file)

(Continue on another sheet if necessary.)

☐ Faculty-initiated ☐ Student-initiated

If student-initiated research, provide the name and signature of the faculty advisor.

Proposed start date of study: _____ Expected completion date _____

The study will be conducted: ☐ On Campus ☐ Off Campus

Is this project being funded by an outside agency? ☐ Yes ☐ No

If yes, please specify which agency:

_____

Proposal Checklist: Please attach the following documentation to this two-page form:

1. ***Documentation of Research Training***: Certification of the required human subject research training, in accordance with §2-A.2(c) of this manual, must be on file or attached.

2. ***Narrative:***

   2a. ***Goals/Significance***: State the purpose and significance of the study. Identify the specific goals and explain the need for this study.

   2b. ***Methods and Statistical Analysis***: Describe the proposed methods and research design, including statistical analyses that will be used.

3. ***Instruments and Forms***:

   3a. ***Instrument(s):*** Include surveys, tests, interview forms/scripts, etc. in your proposal.

   3b. ***Forms***: Include copy of cover letter(s), permission form(s), and consent form(s) [if required].

   3c. ***Permission(s):*** Include a copy of site permission(s)

4. ***Human Subject Requirements***:

   4a. If human subjects, into which category do they belong?

   ☐ a. Pregnant women, human fetuses and neonates ☐ b. Prisoners ☐ c. Children

   ☐ d. Persons with diminished mental capacity ☐ e. None of the above.

   4b. If box a, b, c, or d in item 4a has been marked, please explain how you will incorporate safeguards as required by federal law for (a) pregnant women, human fetuses and neonates [§46.201 - §46.206], (b) prisoners [§46.301 - §46.306], or (c) children [§46.401 - §46.309].

   4c. For human subjects, describe the recruitment procedures.

   4d. Will the subjects be compensated? If yes, how?

   4e. Describe potential risks to the subjects and discuss any special precautions that will be utilized to minimize risk and ensure subject safety.

4f. If applicable, describe the alternative treatment the experimental group will receive.

5. ***Confidentiality:***

   5a. Describe the proposed methods that will be used to maintain confidentiality (coding, etc.).

   5b. Describe the proposed methods for securing data (hard copies locked, secure database, electronic data password protected, etc.)

Signature of Principal Investigator _____ Date _____