**WHEATON COLLEGE**

**PROTOCOL FOR HUMAN RESEARCH APPLICATION**

 **I. INVESTIGATOR INFORMATION**

A. Faculty Investigator:  B. CITI Training #:  Date of Completion:

C. Department:  C. Building/Room:

D. Office Telephone:  E. Fax:  F. Email:

G. Student Investigator:  H. CITI Training #:  Date of Completion:

Student Status [ ]  Graduate Student [ ]  Undergraduate Student

I. Project Title:

J. Submission History: [ ]  New Submission

[ ]  Modification of IRBnet Proposal Number

[ ]  Renewal

K. Type of Review: [ ]  Exemption [ ]  Expedited Review [ ]  Full Review

(**Completed checklist for Exemption or Expedited reviews must accompany application form**)

L. List the names and CITI training numbers of all individuals authorized to participate in the proposed research (e.g., research assistants) and identify key personnel (e.g., co-investigators)

M. Estimated dates protocol will be in effect:  to .

 Will this be an open (recurrent) protocol?

 [ ]  Yes indicate the approximate duration of each occasion:

 [ ]  No

N. Teaching

 Will this protocol be used as part of a course?

 [ ]  Yes indicate department       and course number   .

 [ ]  No

O. Federal funding

 Is this project being supported by funding from any federal agencies?

 [ ]  Yes indicate federal funding source

 [ ]  No

1. **STUDY BACKGROUND**

Provide the most pertinent scientific or scholarly background that forms the rationale for your proposed project. Please highlight the relevant gaps in current knowledge. Explain the significance of the proposed project; how the study will fill in the gaps in our current knowledge. (250-word limit)

1. **STUDY OBJECTIVES**

As bullet points, clearly state the hypotheses to be tested or the specific objectives of the proposed study.

**IV. DESCRIPTION OF EXPERIMENTAL DESIGN AND PROCEDURES**

**A.** Clearly describe the study design. Can use table or flow charts for more complex study designs. Completely describe the study population (include age range, sex, ethnicity, etc). Inclusion and exclusion criteria should be clearly defined so that anyone reading or replicating the study has a clear understanding of the population studied. *Provide justification for the exclusion of any population.*

**1.** If the study includes vulnerable populations (children, prisoners, subjects who are not fluent in English) describe the safeguards that are included to protect their rights and welfare.

**B.** Provide the sample size calculation and power analysis, or justification if a pilot or qualitative study.

**C.** As bullet points, list the location(s) where this research will be conducted and specific protocols/methods that will be used to collect data from study participants. *Be sure to upload any surveys, forms, tests, or description of standardized tests used in the study.*

**1.** If the study will take place at more than one institution indicate how enrollment procedures, data collection procedures and data management procedures will be coordinated. Indicate if an IRB Authorization Agreement (IAA) will be in place. (Be sure to upload the IAA to IRBnet).

**D.** Provide the data analysis plan. Specify how analysis plan will enable you to reject or fail-to-reject your hypothesis or how the plan will help you assess if the study objectives have been met.

**V. RECRUITMENT METHODS**

State from where the study population will be drawn including when, where, and how potential study participants will be recruited (upload all recruitment materials to IRBnet for this application. This includes any materials to be seen or heard by potential participants – flyers, letter, email text, website content pertaining to research, script for audio and video recruitment materials).

**VI. INFORMED CONSENT**

Describe when and where Informed Consent will be obtained. Describe the steps that will be taken to avoid the possibility of coercion or undue influence. For research involving minors, describe how assent will be obtained, whether parental permission will be obtained. (Upload copies of any consent, assent, or permission forms that participants, parents, or guardians will be required to sign to IRBnet for this application)

1. **DECEPTION**

If deception or withholding of information is planned, document the nature of such actions and state the rationale for these procedures.

1. **PLAN FOR DEBRIEFING OR SHARING RESULTS WITH PARTICIPANTS**

Describe any plans to debrief the study participants or share the research results with participants. Address the manner in which you will deal with any questions or concerns participants may have.

1. **ASSURANCES**

By submitting this protocol, I am providing assurance that this project will be performed in full compliance with Wheaton College Institutional Review Board Policies and Procedures.