**EARLHAM COLLEGE**

**Human Subjects Research Full Review Application**

All questions on this form must be answered completely. If a question does not apply to your research project, please indicate this by typing “N/A” in the answer area.

**Projects with student Principal Investigators should be sent to the IRB by the faculty sponsor.**

Sending such an email indicates faculty approval and advising of the proposed research. Applications submitted by students will be returned without review.

**Principle Investigator(s):** Click here to enter text.

**Phone #:** Click here to enter text. **Email(s):** Click here to enter text.

**Additional Investigator(s):** Click here to enter text.

**Faculty Sponsor Name and Email (for student PIs):** Click here to enter text.

**Department:** Click here to enter text.

**Title of Project:** Click here to enter text.

**Source of Non-Earlham Funding for Research (if any):** Click here to enter text.

**Anticipated start and completion dates:** Click here to enter text.

**Do you intend to use campus email lists (student, faculty, staff, employee) to send a request to complete the survey?** Click here to enter text.

**If yes, have you spoken to the office of Institutional Effectiveness? Please enter the date you spoke to them and a summary of your conversation:** Click here to enter text.

(Please be aware that there are strict guidelines that must be followed to send research surveys out via institution email lists, and it must be approved by the Institutional Effectiveness Office, which can be reached at [institutionaleffectiveness@earlham.edu](mailto:institutionaleffectiveness@earlham.edu). If you do not get approval, you may NOT send your survey out via those email lists. See <http://bit.ly/CampusSurveyPolicy> for more information.)

Do not proceed if you intend to use a campus email list and have not sought approval from the Institutional Effectiveness Office.

1. **Research Overview** 
   1. **State the purpose/objective/aims of your research.**

Click here to enter text.

* 1. **If relevant, include your major hypotheses.**

Click here to enter text.

1. **Research Procedures**
   1. **Describe in detail the activities in which participants will participate, including any equipment that will be used. The IRB should be able to imagine every step the participant goes through.**

Click here to enter text.

* 1. **Describe the amount of any biospecimens you are collecting and the mode of collection.**

Click here to enter text.

* 1. **Specify the length of time each participant will be involved.**

Click here to enter text.

* 1. **How are you obtaining informed consent from your participants? Specify if you are obtaining broad consent**. (Broad consent is required only when participants are identifiable, which can be done through demographic data in some cases. See Guidelines document for more information about broad consent.)

Click here to enter text.

* 1. **If you believe that consent is not required or if you plan to obtain consent without using a consent form (e.g., verbal consent by illiterate adults), describe your justification. Explain how you will be sure that you have obtained consent.**

Click here to enter text.

* 1. **Specify the location(s) of the study.** (If your research will be conducted outside of the United States of America, please fill out the entirety of this form, including Section F, International Research Specificities.)

Click here to enter text.

* 1. **If you plan to use deception (misleading participants about the purpose of or procedures in a study), provide your rationale for using it.**

Click here to enter text.

* 1. **If you plan to use deception or incomplete disclosure (withholding more information than your hypotheses in order to conduct an unbiased study), explain how you will debrief participants (e.g., written debriefing document, script for verbal debriefing).**

Click here to enter text.

* 1. **How will you assure that participants are not coerced, in any way, to participate?**

Click here to enter text.

1. **Participant Information**
   1. **State the source of the participant population and how they will be recruited. Include any information about the use of incentives, if relevant.**

Click here to enter text.

* 1. **State the total number of participants.**

Click here to enter text.

* 1. **Does your research primarily include participants vulnerable to coercion or undue influence (children, prisoners, individuals with impaired decision-making ability, or members of economically/educationally disadvantaged groups)?**

YES NO

* 1. **If your research includes vulnerable participants, state the rationale for their inclusion.**

Click here to enter text.

* 1. **If your research includes non-English speaking participants (but is conducted within the United States), explain how participants will understand their rights and the research you plan to conduct. Include contact information (name, address, phone, and email) for the person translating for participants and explain this person’s level of proficiency in the language of your participants.**

Click here to enter text.

1. **Potential Harms and Benefits**
   1. **Describe any potential risks of physical, emotional, financial, or social harm to participants.**

Click here to enter text.

* 1. **Describe your methods for minimizing the risk of any potential harm. If you are conducting in-person research, you must explain in detail how you will prevent the spread of the coronavirus that causes COVID-19. Also explain why a distance approach (via Zoom, phone calls, or online) is not possible for your study, if you are conducting your study in person.**

Click here to enter text.

* 1. **Specify any factors that would cause you to stop this research due to participant stress (physical, emotional, etc.). Explain how you would halt the research for individual participants and the research as a whole.**

Click here to enter text.

* 1. **Describe how you would report any incident of harm if such an incident occurred during this research.**

Click here to enter text.

* 1. **State any anticipated direct benefits to your participants.**

Click here to enter text.

* 1. **State any anticipated benefits to society-at-large or others (e.g., your academic field). Benefits to the self are not included in this section.**

Click here to enter text.

1. **Data Storage/Sharing**

Only answer one set of questions.

***For projects where data is protected/anonymous***

* 1. **Describe your methods for protecting the identity of individual participants.**

Click here to enter text.

* 1. **Describe your plans for keeping and disposal of the original data in a way that keeps the data private.**

Click here to enter text.

* 1. **Describe how biospecimens are labeled and how documentation matching them to participants is secure.**

Click here to enter text.

* 1. **Describe how biospecimens will be stored after collection, for what length of time, and procedures for destruction.**

Click here to enter text.

***For projects where participant identities are shared***

1. **Explain how you will ascertain whether or not participants agree to share their identity and procedures to be followed if a participant does not want her/his identity shared.**

Click here to enter text.

1. **Indicate how individual data will be shared and stored (e.g., location, length of time, format, etc.).**

Click here to enter text.

1. **International Research Specificities**

Please complete this section if your research will be conducted outside of the United States of America, in whole or in part. If your research will be conducted solely within the U.S.A., please skip this section.

* 1. **Host country for research:** Click here to enter text.
  2. **Host site for research (e.g., school, NGO, farm, etc.):** Click here to enter text.
  3. **Local research mentor:** Click here to enter text.
  4. **Local research mentor’s affiliation:** Click here to enter text.
  5. **Are there governmental standards for review of research in this country? (You must at a minimum look for your country at:** [**http://bit.ly/InternatStandards**](http://bit.ly/InternatStandards)**)**

**YES** **NO**

* + 1. **If no, affirm that you accessed the link above and reviewed documents for the country where you will collect data. Explain why your study is not covered by the governmental standards listed.** Click here to enter text.
    2. **If yes, describe them.** Click here to enter text.
  1. **If your research must be locally approved, what is the local timeframe for review and approval?**

Click here to enter text.

* 1. **Will your research be conducted in a language other than English?**

**YES** **PARTLY** **NO**

* + 1. **Please explain:** Click here to enter text.
  1. **If your participants are not fluent in English, provide contact information for the person translating and explain this person’s level of proficiency in the language of your participants (note that your consent form must be translated into your participants’ primary language.).**

Click here to enter text.

* 1. **If your research is conducted all or partly in another language, provide the contact information (name, address, phone, and email) for your local program director or other cultural consultant.**

Click here to enter text.

1. **Attachments**

All documents should be submitted as one additional file (Word or PDF) in the same email as a complete IRB form.

* 1. **Informed consent document or script (unless Section B, part c is completed)**
  2. **Recording consent document, if necessary**
  3. **All materials (e.g., questions to be asked, images to be shown, links to videos, etc.)**
  4. **Debriefing document or script, if necessary**