

I. Description of the Subjects (If advertising for subjects, include a copy of the proposed advertisement.)

A. How many subjects will be involved?

B. Subject Population (check all that apply)

Adults

Mentally Retarded

Disabled

Minors

Mentally Ill

Special Education

Prisoners

Physically Ill

Other

Explain if necessary:

C. For projects conducted in schools or school settings:

What grade are the students in?

Approximate age of students?

What subject? (if secondary)

How many classes involved?

Name of school

Location

D. What criteria will be used to select subjects AND/OR what criteria will be used to exclude individuals?

II. Purpose of the Project - What is the purpose of this project?

III. Activities Involving Human Subjects (Attach additional sheets if needed)

A. Describe in detail the activities and procedures involving the subjects. Include the expected amount of time subjects will be involved in each activity and where the activities will be conducted.

IV. Confidentiality and Anonymity

A. How will the data be collected? (Check all that apply)

questionnaires (Submit a copy)

interviews (Submit sample of questions)

test (Submit a copy if possible)

video or audio tapes

Other, or description of above:

observations (describe how they will be conducted)

standardized tests (attach copy is possible; list names)

task(s) (briefly explain)

computer entries (explain)

B. Explain the procedures for collecting, recording and storing the data during the study.

C. Who will have access to the data during the study? (Access should be limited to protect anonymity of subjects and confidentiality of subjects responses)

D. Explain what will happen to the data once the study is completed. Is there a need to keep the data or will it be destroyed? If kept, how long and where will it be stored, how will confidentiality be ensured, who will have access to it?

V. Informed Consent Unless authorized by the IRB, no investigator may involve a human being as a subject in research under the auspices of the University unless the investigator has obtained the informed consent of the subject or the subject's legally authorized representative.

Attach a copy of all consent documents that will be used to this application.

For further information about informed consent processes review the information on the Grants Office web site in the IRB Information section entitled 'Informed Consent.'

A. Explain the procedures that will be used to obtain consent:

- B. Federal regulations state that the following elements of information should be provided to each subject. Place a check mark before each component included in your consent document.
- An explanation of the purpose of the project and the expected duration of the subject's participation.
 - An explanation of the activities or procedures to be followed.
 - A description of any risks or discomforts to the subject.
 - A description of any benefits of the project to the subject or to others.
 - A statement that participation in this project is voluntary and the subject may withdraw at any time.
 - A statement describing the extent to which confidentiality of records identifying the subject will be maintained.
 - An explanation of whom to contact with questions regarding the study.

Explain request for waiver of any component listed above or other special conditions related to informed consent.

VI. Benefits, Risks, and Costs of this Study

- A. What are the potential benefits to the subjects, to the field or discipline, or to the University?
- B. Will compensation (money, extra credit, etc.) be offered to the subjects? If so how will it be dispersed?
- C. What risks or discomforts are most likely to be encountered by the subjects? Please consider carefully.
- | | |
|----------------------------------|-------------------------------------|
| employability | emotional stress or discomfort |
| financial or personal reputation | psychological stress or discomfort |
| embarrassment | loss of confidentiality |
| criminal or civil liability | deception (benevolent misdirection) |
| physical stress or discomfort | other (explain below) |
- D. What safeguards will you use to eliminate or minimize these risks? If there is the possibility of adverse reactions by the subjects, explain where the subjects can receive help.

Additional Information or Completion of a Previous Section: