**The Citadel Institutional Research Board (IRB)**

**New Research Submission Application Form**

Research Study Title:

Primary Investigator Name:

Citadel Status (Student, Faculty, Staff):

Citadel Department:

Additional Investigator(s) with Status(es):

Anticipated Start Date of Research:

Work to be completed as part of Funded Project or Grant: [ ]  Yes [ ]  No

Project/Grant Name, if different than above:

Agency Supporting Project/Grant:

This Project/Grant is: [ ]  Accepted/Funded [ ]  Submitted [ ]  In preparation

1. **Research Project Description**

*This section of the Application Form will introduce the IRB to your study. Please include a reasonable amount of detail. Citations to other published works are not required in Section I, however they can be included to help justify your study in the existing body of knowledge.*

* 1. **Research Introduction**
		1. Research Question(s):
		2. Objective(s):
		3. Hypotheses:
	2. **Research Methodology**
		1. Methodology Description:
		2. Subject Description:
		3. Subject sample size (n):
		4. Data Analysis:
	3. **Benefits of the Research**
		1. Scientific Benefits:
		2. Educational Benefits:
		3. Benefits to Subjects:
	4. **Potential Risks to Subjects**
		1. Physical Risks:
		2. Mental/Emotional Risks:
		3. Other Risks:
	5. **Subject Interactions:**
		1. Recruitment Procedures:
		2. Payment or Compensation:
		3. Availability of Findings to Subjects:
	6. **Deception** in any manner is present in this study: [ ]  Yes [ ]  No

*If no, may skip to Question G.*

* + 1. Description of Deception:
		2. Purpose/Necessity of Deception:
		3. Plans for Debriefing Subjects after Participation:
	1. Estimate amount of **Subject Involvement**:
		1. Estimate Duration of Time Required by Subject (indicate hours, minutes):
		2. Estimate number of total interview questions:
		3. Estimate number of items on survey, questionnaire, or test:
1. **Data Collection Information:**

*This section of the Application Form will allow the IRB to further understand how you will collect data. If using a standardized method, please provide a citation so the IRB can review the tools. Self-developed tools must be provided as an appendix for IRB review.*

* 1. Which of the following best describe your **data collection method**?(*Select all that apply.*)

[ ]  Educational tests

[ ]  Interview

[ ]  Observation

[ ]  Psychological tests

[ ]  Physiological markers

[ ]  Survey

[ ]  Other, please list: *(Example: Self-reported screen time durations for one week)*

* 1. **Standardized Protocol(s)** will be used: [ ]  Yes [ ]  No

Protocol Name:

Protocol Citation:

* 1. **Standardized Test(s)** will be used: [ ]  Yes [ ]  No

Test Name:

Test Citation:

* 1. **Standardized Questionnaire(s)** will be used: [ ]  Yes [ ]  No

Questionnaire Name:

Questionnaire Citation:

* 1. Will **Self-Developed Measure(s)** be used: [ ]  Yes [ ]  No

This includes self-developed surveys, interview questions, observational checklist items, etc.

***Place a copy of your self-developed content at the end of this document.***

1. **Informed Consent**

*Informed consent from subjects (or legal guardians) is required in most human research settings. Use the checklist below to confirm that this content is suitably addressed in your consent forms, then provide your form as an appendix.*

* 1. Will the subjects be fully informed, partially informed, or deceived? *Select one response.*

 [ ]  fully informed [ ]  partially informed [ ]  deceived

* 1. Will the subjects be told that they may terminate participation at any time?

 [ ]  Yes [ ]  No

* 1. Will the subjects be informed that, without penalty, they may refuse to respond to particular questions?

 [ ]  Yes [ ]  No

* 1. Will the subjects be informed that, without penalty, they may stop participation at any time?

 [ ]  Yes [ ]  No

* 1. Will subjects and/or their parents or guardians be given a written informed consent to sign?

 [ ]  Yes [ ]  No

***Place sample(s) of informed consent forms at the end of this document.***

1. **Will the research involve any of the following?** (*Select all that apply.*)

[ ]  Physical stress or tissue damage

[ ]  Likelihood of psychological stress

[ ]  Deception about purposes or research (but not about risks involved)

[ ]  Invasion of privacy from potentially sensitive or personal questions

[ ]  Biomedical procedures

[ ]  Procedures designed to modify the knowledge, thinking, attitudes, feelings, or other aspects of the behavior of subjects

[ ]  Giving of false or misleading information to subjects

[ ]  Withholding of information such that “informed consent” is in question

[ ]  Procedures will cause any degree of discomfort, harassment, invasion of privacy, or threat to the dignity of subjects.

1. **Subjects of the Research Study** (*Select all that apply.*)

[ ]  Minors (less than 18 years of age) in non-education settings

*Will consent of parents/guardian be obtained?* [ ]  Yes [ ]  No

[ ]  P-12 Students (i.e. Minors in educational settings)

*Will permission of the school be obtained?*  [ ]  Yes [ ]  No

*Will consent of parent/guardian be obtained?* [ ]  Yes [ ]  No

[ ]  College Students

[ ]  Members of Armed Forces (Active Duty or Veteran)

[ ]  Individuals with Disabilities

[ ]  Prisoners

[ ]  Institutionalized

[ ]  Pregnant Individuals and/or Fetuses and/or Infants

[ ]  Other, please list:

1. **Which of the following best describes your research project?** *Select all that apply.*

[ ]  Descriptive: Collect data to portray characteristics of individuals, situation, or group

[ ]  Correlational: Determine relationship among 2+ variables without establishing cause-effect

[ ]  Causal-comparative: Draw cause-effect conclusions based on outcomes of prior action/condition

[ ]  Experimental: Investigator controlled variables used to establish cause-effect relationship

[ ]  Historical: Involve analysis of events in the past

[ ]  Archival: Involve use of archival documents/evidence generated in the past

[ ]  Other, please list:

1. **Investigator Assurances**

By providing typing your name below, the Principal Investigator (PI) is certifying:

1. The information provided in this application and any attachments are complete and correct.
2. All PIs have current Human Protection training certifications on record with Citadel IRB. (As of 2023, Citadel subscribes to CITI Training. Certification from which is valid for 3 years.)
3. The PI understands that he/she has the ultimate responsibility for the protection of the rights and welfare of human research subjects during this research protocol.
4. The PI(s) agree to comply with all Citadel policies and procedures, the terms of the Citadel Federalwide Assurance, and all applicable federal, state, and local laws regarding the protection of human subjects in research.

**Principle Investigator:**

**Date:**

***-- End of Standardized Form –***

**Use the following pages to provide additional context for your proposed work. This may include samples of surveys, consent forms, etc. Please label each clearly via an appropriate heading or appendix number.**