

SUNY College at Old Westbury

Request for Review

Project Title:

Investigator Name:	Investigator Department:
Investigator Phone:	Investigator's Email:
Investigator's Signature:*	Date:

Proposed Starting Date:	Is project currently sponsored/funded: Yes <input type="checkbox"/> No <input type="checkbox"/>	Is funding being applied for: Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>If Project is Currently Funded:</u>	Funding Agency:	Proposal # (if known):
<u>If Funding is Being Sought:</u>	Funding Agency:	Application #(if known):
Grant Title:		

*Your signature indicates that you have reviewed and approved this application and accept responsibility for the research described, including work by students under your direction. It further attests that you are fully aware of all procedures to be followed, will monitor the research, and will notify the IRB of any significant problems or changes. Please type in your name as an electronic signature. For an electronic signature to be accepted, the protocol must be emailed from the Faculty sponsor's account.

INSTRUCTIONS FOLLOW ON PAGE 2

For IRB Office Use Only

Type of Review:	<u>Exempt Review</u>	<u>Expedited Review</u>	<u>Full IRB Review</u>
	Category No. (attach certificate of exemption, if applicable)	Category No.	
Receipt date:			
Resubmit date (if applicable):			
Decision date:			
Comments:			
Signature, IRB Chair or designee:			Date:

Request For Review

Project Description: The IRB Committee is comprised of individuals from a number of disciplines. Please write your brief description in a manner that clearly conveys the necessary information to someone outside your field of expertise. All consent forms, surveys, questionnaires or interview questions to be used must be attached to the protocol.

****Note:* If deception is required for the research, explanation of its necessity needs to be included. If debriefing is for any reason inappropriate, this should also be documented.

Applications for undergraduate student projects must be submitted from the faculty advisor's email account to provide an electronic signature. Only complete applications will be reviewed.

(For funded projects, please attach a copy of the grant proposal in addition to this protocol.)

- 1) **Concise abstract stating the purpose and significance of the project.**

- 2) **Describe the methodology of the project (attach additional pages, as necessary):**
 - a) *General description of the structure of the project*

 - b) *Describe the subject population including recruitment methods, age, type and number of subjects.*

 - c) *Describe the procedures involving human subjects. Describe what the participant will encounter: when, where and how long.*

 - d) *Describe any surveys, questionnaires or interview schedules to be used and **attach copies.***

 - e) *If deception is used, explicitly explain why it is necessary for this project. Also, explicitly describe the methods for debriefing subjects (if debriefing is inappropriate describe in detail why this is the case).*

- 3) **A) Describe any risks and/or of benefits to participants, as well as what steps you are taking to minimize risks to participants. B) Describe any short or long-term benefits to society that may occur as a consequence of this study. C) Describe why the benefits of the study outweigh the risks.**

- 4) **Describe any incentives being offered:** *(explain any rewards the participants receive including course credits, food, gift certificates, etc. Note how these will be distributed in the event that the subject withdraws from the study.)*

- 5) **Describe means for ensuring privacy and/or confidentiality for subjects:**

- 6) **Attach consent form**
*If you request a waiver of the requirement for written informed consent, please include a detailed description of your plans. The necessary elements of a consent form are listed in Appendix A. **Please review that all relevant elements are present on the submitted consent form. Each participant should be given a copy of the consent form and IRB Chair contact information.***

Appendix A Elements of Informed Consent

Consent forms should be written in lay language easily understood by the target population.

Note: A copy of the consent form and/or contact information should be given to each participant.

- _____ 1. A statement that the study involves research
- _____ 2. An explanation of the purposes of the research
- _____ 3. The duration of the participant's participation
- _____ 4. A description of procedures to be followed
- _____ 5. Identification of any experimental procedures
- _____ 6. A description of foreseeable risks or discomforts to the participant
- _____ 7. A description of any benefits to the participants or any others that may be expected from the research, if any
- _____ 8. A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject
- _____ 9. A statement describing the extent, if any, that confidentiality will be maintained
- _____ 10. A statement that the subject may discontinue participation at any time without penalty or loss of benefits.
- _____ 11. An explanation of whom to contact for answers to questions about the research study or whom to contact in the case of a research related injury or adverse effect. This should include the Principal Investigator's name, title and contact information; if applicable, the faculty supervisor's name, title and contact information; **AND** the following text:

"The Institutional Review Board of SUNY College at Old Westbury has approved this research activity. If you have any question about your rights as a research participant, please contact Dr. Jacob Heller, Chair of the Old Westbury Institutional Review Board, at: hellerj@oldwestbury.edu or 516-876-3336"
- _____ 12. A statement that participation is voluntary
- _____ 13. A statement that refusal to participate involves no penalty or loss of benefits,
- _____ 14. If applicable, an explanation about any compensation or medical treatments that may be available if injury occurs, what they may be and where to get further information