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Description automatically generated with medium confidence

**APPLICATION FOR APPROVAL OF RESEARCH**

**Institutional Review Board**

**Principal Investigator:**

1. Full Name:

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1. University Department:

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1. Email address:

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1. Phone number:

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**Co-Investigator (s) if applicable:**

1. Full Name:

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1. University Department:

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1. Email address:

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1. Phone number:

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**Person completing this application (if not PI):**

1. Full Name:

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1. University Department:

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1. Email address:

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1. Phone number:

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**If the PI is a student, the supervising professor or academic advisor:**

1. Full Name:

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1. University Department:

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1. Email address:

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1. Phone number:

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**Has this study been approved by a committee? If so, note committee members.**

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**Submission Category (please note)**

1. Exempt (no human subjects involved)

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1. Expedite (minimal risk to human subjects)

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1. Full Review (moderate to high risk to human subjects

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**Dissemination of Findings:**

1. Internal (describe how data collected will only be used for teaching purposes within Judson University)

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1. External (describe how data collected may be published and presented outside of Judson University)

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**Research Study Overview**

1. Title of study:

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1. Full Description of research procedures, methods, and clear description of what subjects will be asked to do. Include details of instruments/surveys, interview protocols, duration of participant time, confidentiality procedures, any recording procedures, etc.

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1. Dates for conducting study:

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1. Location (s) of the study:

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1. Description of populations/participants planned for the study. Include all recruitment strategies, sampling strategies, and each step of recruitment. Describe the inclusion criteria for all potential participants.

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1. Identification of special subjects/populations, if any, such as children and minors, pregnant women, cognitively impaired persons, prisoners, traumatized and comatose patients, terminally ill persons, elderly, minorities, and/or marginalized populations.

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1. Full description of provisions to care for subjects where there is risk of physical or emotional related harm.

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1. Full description of confidentiality provisions and measures to protect the identity, privacy, and confidentiality of participants. Describe how the location/setting will be kept private or confidential. Describe how data will be stored, how long data will be stored, and how it will be confidentially destroyed.

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1. Description of obtaining consent from participants. If subjects are minors or vulnerable adults, describe obtaining consent from the legal guardian.

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1. Final Risk Assessment total scores (from Risk Assessment Form)

No Risk:

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Minimum Risk:

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Moderate Risk:

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High Risk:

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I assure that the information provided is correct, that I will seek Judson University IRB approval for any substantive modifications in the research study, and that I will report to the IRB chair promptly any incidents or anticipated problems that may occur during the course of the study that may affect subjects adversely or change the risk and benefits described.

Signature of principal investigator (s)

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Date of Signature

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Signature of Supervising Faculty for any student researchers

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Date of Signature

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Email the following documents (see letters A thru H below as applicable) to the Judson University IRB chair at [irbchair@judsonu.edu](mailto:irbchair@judsonu.edu)

1. This IRB application form saved as **1 Lastname IRB application**
2. Study proposal (if applicable) saved as **2 Lastname Proposal**
3. Completion certificate of research ethics training saved as **3 Lastname Certificate**
4. Instruments, Surveys, Interview Protocols, Focus Group Protocols saved as **5 Lastname Instrument name**
5. Consent forms sent as **Word Documents** and saved as **6 Lastname Guardian consent, 6 Lastname Minor Consent, 6 Vulnerable Adult Consent**
6. Letters of Cooperation on professional letterhead with all contact information from potential sites, schools, or agencies and saved as **7 Lastname Letter of Cooperation**
7. Letters of Data Agreement if you are collecting deidentified confidential data from a site, school, or agencies to review for Exempt studies or as appropriate **8 Lastname Letter of Data Agreement**
8. Content describing Public Domain of instrument/surveys, Permission to Use instrument/surveys from author (minimum of three email attempts to contact author), and/or Copyright permission of instruments/surveys saved as **9 Lastname Public Domain, 9 Lastname Permission to Use, 9 Lastname Copyright**
9. Fliers, emails, and/or social media plans to recruit participants **10 Lastname Flyer, 10 Lastname Email Invitation, 10 Lastname Social Media Invitation**

This study has been approved by the Judson University Institutional Review Board.

Signature of IRB chair:

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Date of Signature:

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