

For Office Use Only:

Date Reviewed: \_\_\_\_\_

IRB Case No: \_\_\_\_\_

Action:

Approved  Exempt  Expedited  Full  
 Not Approved

IRB Reviewer: \_\_\_\_\_

## APPLICATION FOR THE CONDUCT OF RESEARCH INVOLVING HUMAN SUBJECTS INSTITUTIONAL REVIEW BOARD (IRB)

The Wheaton College IRB reviews all requests to conduct research involving human subjects. It is the Investigator's responsibility to give complete information regarding procedures and the informed consent process. If the principal investigator is a student, the application must be approved and signed by the applicant's faculty sponsor and the Department Chair.

After completing the application and obtaining required signatures, one original of the application and all supporting materials must be forwarded to **the IRB Executive Secretary, Faculty Grants Development, Library 215**. The IRB Executive Secretary will notify each applicant of the IRB's decision. If you have questions, please contact the IRB Executive Secretary at (508) 286-5834.

The Principal Investigator must supply the required documentation listed below:

- A copy of all questionnaires or survey instruments
- Informed consent document(s) or minor assent document(s)
- Letters of approval from cooperating institutions (if appropriate)
- All required signatures

**Please type or print responses.**

### PROJECT TITLE:

1. Principal Investigator's Name

Department: \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Faculty Sponsor \_\_\_\_\_ Phone \_\_\_\_\_

Department \_\_\_\_\_

Is this a class project? yes  no  Thesis? yes  no  Other

2. Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

2. Is a proposal for external support being submitted? yes  no

Agency or Sponsor: N/A Deadline: \_\_\_\_\_

If yes, you must submit one complete copy of the proposal with this application.

a. Is this a continuation of an IRB project?    yes     no   
If yes, previous IRB case number: \_\_\_\_\_

**4. PROJECT DESCRIPTION:** *The IRB must have sufficient information about what will happen to the subjects in order to evaluate and estimate possible risks. Assurance from the investigator, no matter how strong, will not substitute for a description of the transactions between the investigator and subject. Provide a brief, nontechnical summary of the proposed research.*

**4. PROJECT DESCRIPTION:** (continued)

**5. SUBJECT SELECTION:**

All individuals involved will be informants.

Will subjects be less than 18 years of age? Yes  No

Age range of subjects From

Will subjects be students at Wheaton College? Yes  No

How many subjects will participate?

How will subjects be selected, enlisted or recruited?

**6. INFORMED CONSENT PROCESS:** *Describe the informed consent process and attach a copy of all consent and/or assent documents.*

**7. PROCEDURES:** *Provide a step-by-step description of each procedure, including the frequency, duration, and location of each procedure.*

**8. CONFIDENTIALITY AND ANONYMITY:** *How will subjects' privacy be maintained and confidentiality be guaranteed?*

**9. RISKS:** *Describe all known and anticipated risks to the subject including side effects, risks of placebo, risks of normal treatment delay, etc.*

**10. BENEFITS:** *Describe the anticipated benefits.*

**RESPONSIBILITIES OF THE PRINCIPAL INVESTIGATOR:**

- *Any additions or changes in procedures in the protocol will be submitted to the IRB for written approval prior to these changes being put into practice.*
- *Any problems connected with the use of human subjects once the project has begun, must be brought to the attention of the IRB Executive Secretary.*
- *The principal investigator and his or her designee are responsible for retaining Informed Consent Documents for a period of three years after the completion of the project.*

**The principal investigator may not initiate any research involving human subjects until written notification of IRB approval or compliance with any and all contingencies made in connection with said approval has been received. *Failure to provide all required information will result in return of your IRB application for correction prior to IRB review.***

**SIGNATURES:** *I certify to the best of my knowledge the information presented is an accurate reflection of the proposed research project and that I intend to comply with the letter and spirit of the Wheaton College Policy on the Protection of Human Subjects in Research.*

A. \_\_\_\_\_  
Principal Investigator Date

B. Approval by faculty sponsor (required for all students):

*I confirm the accuracy of this application, and I accept responsibility for the conduct of this research, the supervision of human subjects, and maintenance of informed consent documentation as required by the IRB.*

\_\_\_\_\_  
Faculty Sponsor Date

C. Approval by Department Chair (required for all students):

*I confirm the accuracy of the information stated in this application. I am familiar with, and approve of the procedures that involve human subjects.*

\_\_\_\_\_  
Department Chair Date