**LIPSCOMB UNIVERSITY**

**INSTITUTIONAL REVIEW BOARD (IRB)**

***RESEARCH PROPOSAL FORM***

***Instructions:*** Please do not modify this form in any way prior to completing it. To fill out the various sections of this proposal, click on the areas highlighted in gray. This document functions best if it is completed using Microsoft Word.

***This proposal is: (check where applicable)***

|  |  |
| --- | --- |
| [ ]  ***Dissertation Research***  | [ ]  ***Grant Proposal*** |
| [ ]  ***Master's Thesis Research*** | [ ]  ***Faculty Research***  |
| [ ]  ***Undergraduate Research*** | ***[ ]  Project Continuation***  |
| ***[ ]  Request for Amendment to Approved Research***  | ***[ ]  Other:***       |

***Funding Agency:***

***IDENTIFICATION INFORMATION: (Complete all items. Use "N/A" if necessary)***

1. ***Title of Proposal:***
2. ***Research Proposal Submission Date:***
3. ***Anticipated Research Project Data Collection Start Date:***
4. ***Anticipated Research Project Data Collection End Date:***
5. ***Principal Researcher:***

***E-mail Address:***

***College/Department:***

***Campus Address:***

***Telephone Number:***

1. ***Other Researchers & Affiliations:***
2. ***Faculty Advisor (if applicable):***

***E-mail Address:***

***Has your faculty advisor read this research proposal form?*** ***[ ]*** Yes ***[ ]***  No

1. ***Dean:***

***E-mail Address:***

1. ***Identify any other previous committee reviews, dates and results:***
2. ***This proposal is:*** [ ] *New*[ ]  *An Amendment*
3. ***Former proposal title (if applicable):***

***A NOTE ON CLASSROOM PROJECTS***

Class research assignments that involve the use of human subjects do not require IRB review if they are not going to be published and have no connection with research conducted or presented outside the classroom. Course instructors are responsible for ensuring that class projects do not propose more than a minimal risk to participants and must make sure their students understand and abide by ethical obligations in carrying out their class research assignments. We suggest that, at a minimum, students be required to complete the training modules available through NIH at [***http://phrp.nihtraining.com/users/login.php***](http://phrp.nihtraining.com/users/login.php).

Additionally, instructors are responsible for reviewing student class research assignment proposals and should review research methods and procedures to ensure they are ethical and appropriate. Course instructors are responsible for monitoring student research activities to ensure the rights and welfare of human subjects are adequately protected. Instructors who have any questions are encouraged to consult with the IRB Chair.

***APPROVAL TIMELINES AND SUBMISSION DEADLINES***

It is not uncommon for the approval of research proposals to be delayed due to missing information or issues with the research proposal itself. Some of the most common reasons for a delay include:

Review timelines depend, in part, on the type of research proposal. Exempt and expedited proposals are normally approved in 2-4 weeks. For full review proposals, we highly suggest considering the following timeline in order to avoid delaying the desired data collection start date:

* + **90 days prior to data collection = excellent chance of IRB approval**
	+ **60 days prior to data collection = good chance of IRB approval**
	+ **30 days prior to data collection = fair chance of IRB approval**

Convened meetings of the Committee shall occur once per month or on a called basis when the Chairperson judges a meeting to be necessary. To be considered at a given meeting, completed Research Proposal Forms must be submitted to the Office of Sponsored Programs not later than **ten days** prior to the scheduled meetings. The schedule for submissions and meetings is posted on the Research and Sponsored Programs web site at <https://www.lipscomb.edu/research/irb/irb-meeting-schedule>.

***IDENTIFY TYPE OF PROPOSAL***

To determine the category of the proposed research, visit the website to review types:

[www.lipscomb.edu/research/Types-of-IRB-Review](http://www.lipscomb.edu/research/Types-of-IRB-Review)

Check one and cite the reason why you believe the proposal fits into this category:

[ ]  **Exempt**

 *Reason:*

[ ]  **Expedited**

 *Reason:*

[ ]  **Full Review**

 *Reason:*

***ATTACHMENTS REQUIRED:***

Please submit the forms below as separate documents from this research proposal form (i.e., do not copy and paste each document into this form).

[ ]  Informed Consent Form

[ ]  Assent Form (if minors included)

If your study will include participants who are age 11 and younger, please include an example of a script you will use to obtain oral assent. For participants ages 12-17, assent forms should be written at the appropriate grade level.

[ ]  All Instruments/Tests/Questionnaires to be given to subjects

[ ]  CITI Training Certificate of Completion (i.e., the “Human Subjects Research” training) for each researcher & faculty advisor involved in the study (Training course available at [www.citiprogram.org](http://www.citiprogram.org); Lipscomb has a subscription to CITI trainings). If a study includes data from medical records or other health-related data, CITI’s “Information Privacy and Security” training is also required.

[ ]  Letters of Cooperation from participating institutions (if applicable)

(letters should indicate that the authorized official of the organization (school, clinic, church) is fully apprised of the study activities described in the application and supportive of project

[ ]  IRB Research Study Multimedia Release (if applicable)

This form is required whenever participants’ likeness, voice, name and/or identity is recorded on a video, audio, photographic, digital, electronic, Internet or other medium. The researcher should give this form to participants with the principle investigator’s name, research study title, and type/s of recording (i.e., audio, video, photo) identified on the form itself. This form can be accessed by clicking this link:

<https://www.lipscomb.edu/research/irb/informed-consent/multimedia-release-form>

**LIPSCOMB UNIVERSITY**

***RESEARCH PROPOSAL FORM***

***BRIEF DESCRIPTION OF PROGRAM***

If this proposal has been approved by this committee previously and is being resubmitted with any modifications, please highlight the modifications. (Include former title and review data in identification information on Title Page of form).

1. Research Plan – What is the purpose of the research study?

(*please give a paragraph overview of the proposed research study*)

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Specify objectives:

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1. Describe types, numbers, age and sources of subjects to be studied. (From where will the subjects be recruited? How will subjects be recruited)?

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Please indicate any exclusion criteria needed when screening subjects for inclusion in the study.

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1. Identify all procedures that will be carried out with each type of subject in chronological order. Attach copies of tests or instruments to be used, and consent forms.

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IV. Does the project offer a direct benefit to each type of subject, inclusive of but not limited to monetary compensation? (it need not )

 [ ]  yes [ ]  no. If yes describe:

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V. Describe anticipated risks, discomforts, or inconveniences that might be associated with the procedures (that are beyond what subjects typically encounter in everyday life).

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VI. What precautions will be taken in those procedures where potential risk may be involved?

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VII. What steps will be taken for maintaining the subjects' confidentiality, rights, privacy, and well -being? Include plans for maintaining confidentiality of documents and data, and access to such.

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 Describe plans for data after study completion, e.g., will it be destroyed? If stored, will identifiers be removed?

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VIII. Is any element of deception of the subjects necessary for this research?\*

 [ ]  yes [ ]  no. If answer is "Yes" describe the nature of the deception and the procedures for the required debriefing of subjects.

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 \* Note that research requiring deception is unable to be verified as Exempt

IX. Procedure for obtaining the participants' informed consent/assent:

1. [ ]  Written consent form will be used
2. [ ]  An oral presentation will be made (required for participants ≤ age 11)
3. [ ]  Other

Regardless of the method chosen, the researcher must attach to this proposal

the planned consent form, assent form (if minors included) or a description of the

alternate procedure. If consent is not considered necessary, please explain. Federal regulations specify the circumstances under which a waiver of consent can be granted by an IRB. Waiver of consent should be discussed prior to a committee review by contacting the chair.

X. If other institutions” researchers are engaged in this research overseen by Lipscomb University, submit letters of cooperation from the administrative authority in these institutions as well as IRB approvals from the investigators’ committees.

XI. Do any members of the research team or their immediate families have any financial interest in the sponsor of the research and/or in the results of this research?

[ ]  yes [ ]  no.

XII. The researcher agrees to seek prior approval from the committee for any changes in title, experimental procedures, informed consent procedures or working of informed consent letter, or other aspects of this proposal, once approved. The researcher further agrees to notify the committee immediately of any adverse effects experienced by subjects participating in this study.

 NOTE: Return completed Proposal Form and all attachments to:

 The Office of Sponsored Programs, Institutional Review Board via the email address:

 irb@lipscomb.edu