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| **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 or type in the boxes provided. Please note that researchers fill out the columns on the left side of this form. Institutional Review Board members fill out columns on the right side of this form (highlighted in purple). THIS DOCUMENT NEEDS TO BE COMPLETED USING MICROSOFT WORD.  If this proposal has been previously approved by this committee and is being resubmitted with any modifications, please make note of the modifications by highlighting the revisions. (Make sure that the information is updated on Section 1 of this form). |
| **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 CITI at [www.citiprogram.org](http://www.citiprogram.org/).  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 (e.g., confusing and poorly written responses). 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>. |

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| **Section 1.** | **This column is for Institutional Review Board Member Use only** | |
| **IDENTIFICATION INFORMATION** |
| ***This proposal is (check where applicable****):*  Dissertation Research  Grant Proposal  Faculty Research  Master's Thesis Research  Undergraduate Research  Project Continuation  Request for Amendment to Approved Research  Other: |
| **Funding Agency:** | **Reviewer Name:** | **Date:** MM-DD-YY |
| **Complete all items. Use "N/A" if necessary** | Is the identification information complete? | Yes No |
| 1. Title of Proposal: |
| 1. Research Proposal Submission Date: |
| 1. Anticipated Research Project Data Collection Start Date: |
| 1. Anticipated Research Project Data Collection End Date: |
| 1. Principal Researcher: |
| E-mail Address: |
| College/Department: |
| Campus Address: |
| Telephone Number: |
| 1. Other Researchers & Affiliations: | If the proposal is student research, is the advisor copied to the emailed proposal submission? | Yes No N/A |
| 1. 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: |
| 1. This proposal is:  New  An Amendment |
| 1. Former proposal title (if applicable): |
| **PROPOSAL TYPE** | Is the proposal accurately identified by type? | Yes No |
| 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 state the reason/s why you believe the proposal fits into this category: |
| Exempt.  Expedited  Full Review |

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| Please state your reason/s for choosing this category in the box below | Type any Section 1 reviewer comments here |

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| **Section 2.** | **This column is for Institutional Review Board Member Use only** | |
| **ATTACHMENTS REQUIRED:** |
| Please submit the forms below via email as separate attachments from this research proposal form (i.e., do not combine forms into one document). | Are all of the required attachments listed here included in the submitted proposal? | Yes No |
| Informed Consent Form | Is the scientific design adequately described in the informed consent? | Yes No N/A |
| Recruitment Materials (if applicable; e.g., flyers, recruitment script, recruitment email text, etc.) | Are all of the following elements of informed consent contained in the consent document? | Yes No N/A |
| Assent Form (if minors included) | *Required Elements* |
| 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. | Research Purpose & Procedures |
| Risks & Discomforts |
| Potential Benefits |
| All Instruments/Tests/Questionnaires to be given to subjects | Provisions for Confidentiality |
| 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. | Contacts for Additional Information |
| Voluntary Participation |
| Right to Discontinue Participation Without Penalty |
| *Required When Applicable* |
| Unforeseeable Risks |
| Letters of Cooperation from participating institutions (if applicable) | Termination of Participation by the Investigator |
| 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 is supportive of project. | Additional Costs |
| Consequences of Discontinuing Research Participation |
| Notification of Significant New Findings |
| IRB Research Study Multimedia Release (if applicable) | Approximate Number of Subjects |
| 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: | Alternative Procedures or Treatments |
| Handling of Research-Related Injury |
| Is the assent form acceptable (assent is not required if any of the parameters below are met)? | Yes No N/A |
| The child is not capable of assent |
| The research offers a prospect of direct benefit not available outside of the research |
| <https://www.lipscomb.edu/research/irb/informed-consent/multimedia-release-form> | Parental permission is not required by law in this context and is not necessary to protect subjects |

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| **Section 2. Continued** | Are all materials meant to be read by participants written at the appropriate grade level | Yes No N/A |
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|  | Are all materials meant to be read by participants written in a clear and comprehensible manner? | Yes No N/A |
|  | Are all materials meant to be read by participants consistent with what is described in the research proposal and informed consent/assent forms? | Yes No N/A |

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| Type any comments here | Section 2 reviewer comments here |

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| **Section 3.** | **This column is for Institutional Review Board member use only** | |
| **Research Plan – What is the purpose of the research study?** (*please give a paragraph overview of the proposed research study and be sure to specify any objectives*) | Are the specific aims/objectives clearly specified? | Yes No N/A |
| Are the objectives likely to be achievable within the given time period? | Yes No N/A |
| Is there appropriate justification for this research protocol? | Yes No N/A |

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| Type response here | Section 3 reviewer comments here |

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| **Section 4.** | **This column is for Institutional Review Board member use only** | |
| **Describe types, numbers, age and sources of subjects to be studied** (From where will the subjects be recruited? How will subjects be recruited?). | Are the methods for recruiting potential subjects acceptable and well defined in the proposal? | Yes No N/A |
| If vulnerable groups (e.g., children, minorities) are included or excluded, is this justified? | Yes No N/A |

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| Type response here | Section 4, part 1, reviewer comments here |

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| **Please indicate any exclusion criteria needed when screening subjects for inclusion in the study.** | Are inclusion and exclusion criteria clearly specified and appropriate? | Yes No N/A |
| Is the choice of subjects appropriate for the question being asked? | Yes No N/A |
| Is the principle of distributive justice (i.e., risk is spread evenly among those who may benefit from the research) adequately incorporated into the inclusion and exclusion criteria for the research protocol? | Yes No N/A |
| Is the selection process equitable (i.e., people groups are not unnecessarily favored or excluded)? | Yes No N/A |
| Is the individual performing the recruitment appropriate for the process? | Yes No N/A |

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| Type response here | Section 4, part 2, reviewer comments here |

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| **Section 5.** | **This column is for Institutional Review Board member use only** | |
| **Identify all procedures that will be carried out with each type of subject in chronological, step-by-step order.** This description should make it clear how the researchers plan to recruit, obtain consent, and collect data from participants. | Is the process of obtaining consent adequately described in the research proposal? | Yes No N/A |
| Are there adequate provisions to avoid out-of-pocket expenses by the research subject, or is there sufficient justification to allow subjects to pay? | Yes No N/A |
| Are the rationale and details of the research procedures accurately described and acceptable? | Yes No N/A |
| If an intervention/procedure is being investigated, is there a clear differentiation between research procedures and standard care? | Yes No N/A |
| Are the individuals performing the interventions/procedures appropriately qualified? | Yes No N/A |
| Is the location of where the intervention/procedure will be performed acceptable? | Yes No N/A |
| Are there adequate plans to inform subjects about the specific research results if necessary? | Yes No N/A |
| *When a project involves drugs, biologics, and devices:* | |
| Is the status of the drug/biologic/device(s) described and appropriate? | Yes No N/A |
| Are the drug/biologic/device(s) dosage and route of administration appropriate? | Yes No N/A |
| The drug/biologic/device(s) safety and efficacy data are sufficient to warrant the proposed phase of testing. | Yes No N/A |
| Is the significant risk or non-significant risk status of the drug/biologic/device(s) described and appropriate? | Yes No N/A |

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| Type response here | Section 5 reviewer comments here |

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| **Section 6.** | **This column is for Institutional Review Board member use only** | |
| **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 | Is the amount or type of compensation or reimbursement reasonable? | Yes No N/A |
| Are there adequate provisions to avoid out-of-pocket expenses by the research subject, or is there sufficient justification to allow subjects to pay? | Yes No N/A |
| If children or adolescents are involved, is the person receiving the compensation appropriate? | Yes No N/A |

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| Type any comments here | Section 6 reviewer comments here |

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| **Section 7.** | **This column is for Institutional Review Board member use only** | |
| **Describe anticipated risks, discomforts, or inconveniences that might be associated with the procedures** (that are beyond what subjects typically encounter in everyday life). | Are the risks and benefits adequately identified, evaluated, and described? | Yes No N/A |
| Is the risk/benefit ratio acceptable for proceeding with research? | Yes No N/A |
| If children are involved, which regulatory category of risk/benefit below does the protocol fall within, and are all the criteria within the category adequately addressed?  Research presenting no greater than minimal risk to children  Research involving an intervention/procedure presenting more than minimal risk that offers the prospect of direct benefit or may contribute to the well-being of the individual child  Research involving an intervention or procedure that presents only a minor increase over minimal risk, yet does not offer any prospect of direct benefit or contribute to the well-being of the child | Yes No N/A |

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| Type response here | Section 7 reviewer comments here |

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| **Section 8.** | **This column is for Institutional Review Board member use only** | |
| **What precautions will be taken in those procedures where potential risk may be involved?** | Are the potential risks minimized and the likelihood of benefits maximized? | Yes No N/A |

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| Type response here | Section 8 reviewer comments here |

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| **Section 9.** | **This column is for Institutional Review Board member use only** | |
| **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. Be specific. | Are the provisions to protect the privacy and confidentiality of the research subjects appropriate? | Yes No N/A |
| Is the use of identifiers or links to identifiers necessary and how is this information protected? | Yes No N/A |
| If the data has been de-identified, is the process through which the data was de-identified made clear? | Yes No N/A |
| Is it clear that all identifiable data will be stored securely? | Yes No N/A |

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| Type response here | Section 9, part 1, reviewer comments here |

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| **Describe plans for data after study completion, (e.g., will it be destroyed)? If stored, will identifiers be removed?** | Are there adequate plans to store, secure, and de-identify data? | Yes No N/A |

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| Type response here | Section 9, part 2, reviewer comments here |

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| **Section 10.** | **This column is for Institutional Review Board member use only** | |
| **Is any element of deception of the subjects necessary for this research?\*** Yes No If the answer is "Yes" describe the nature of the deception and the procedures for the required debriefing of subjects.\* Note that research requiring deception is unable to be verified as Exempt | Does the use of deception appear to be necessary? | Yes No N/A |

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| Type response here | Section 10 reviewer comments here |

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| **Section 11.** | **This column is for Institutional Review Board member use only** | |
| Please identify your 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), recruitment script, and/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. | Is the waiver or modification of consent possible? | Yes No N/A |
| Is the procedure for obtaining the participants’ informed consent appropriate? | Yes No N/A |

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| Type any comments here | Section 11 reviewer comments here |

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| **Section 12.** | **This column is for Institutional Review Board member use only** | |
| 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. | Is the letter of cooperation signed and written on the appropriate letterhead? | Yes No N/A |
| Is the person who signed the letter of cooperation authorized to speak for his or her particular organization? | Yes No N/A |

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| Type any comments here | Section 12 reviewer comments here |

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| **Section 13.** | **This column is for Institutional Review Board member use only** | |
| 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 | Are the potential risks associated with any conflicts-of-interest minimized? | Yes No N/A |

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| Type any comments here | Section 13 reviewer comments here |

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| **Section 14.** | **This column is for Institutional Review Board member use only** | |
| 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.  I understand and agree to the parameters of the Section XII statement.  I DO NOT agree to the parameters of the Section XII statement | Has the researcher agreed to abide by the IRB approval and proposal update process? | Yes No |

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| Type any comments here | Section 14 reviewer comments here |

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| **Submission Instructions** |
| Please submit the completed Research Proposal Form and all attachments to the Institutional Review Board via email at: [irb@lipscomb.edu](mailto:irb@lipscomb.edu) |