**Sul Ross State University**

**Institutional Review Board**

This application should be submitted to the SRSU Institutional Review Board to request review and approval, or exemption, of any research protocol involving human subjects. All applicable research projects must be reviewed and approved by the IRB before research begins.

To ensure you receive a timely decision letter, please submit at least two weeks prior to the proposed date to begin the research project.

**Definition of Research:** A systematic investigation (i.e. gathering and analysis of information) designed to develop or contribute to generalizable knowledge.

**Definition of Human Subject**: Living individual(s) about whom an investigator conducting research obtains: (1) data through intervention or interaction with the individual; or (2) identifiable private information. (Federal Policy 45 CFR 46.102(e)(5)).

**Definition of Principal Investigator (PI)**: The PI is the person who is ultimately responsible for the conduct of the study. For student-initiated research, the student’s faculty advisor serves as the PI and is ultimately responsible for the conduct of the study.

**Definition of Co-Principal Investigator**: A Co-Principal Investigator is recognized by the funding agency as an individual who shares with the PI the responsibility for the conduct of a research project, including meeting the reporting requirements. A Co-Investigator is an individual recognized by the University and the Principal Investigator as someone making a significant contribution to a project. The Co-Investigator is an individual that the PI relies on to assume responsibilities above those of other personnel.

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| **A Investigators**  Provide the investigator(s) name and contact information below. You may add rows if necessary. | | | | | | | |
| **Role**  **(PI, Co-PI)** | **Student** | **McNair** | **Last, First Name** | **Department** | **Email** | **Phone Number** |
| **PI** | **Y N** | **Y N** |  |  |  |  |
| **Co-PI** | **Y N** | **Y N** |  |  |  |  |
|  | **Y N** | **Y N** |  |  |  |  |
| **B Research Funding** | | | | | | |
| Is this project funded externally? **Y N**  If funded externally:  Status of Project:  Submitted on (date):  Funding pending or confirmed: | | | | | | |
| **C Place of Research**  Provide information of where the research will be conducted. | | | | | | |
| Will this research be conducted at another University or site other than Sul Ross State University? **Y N**  If yes, describe location and attach a copy of IRB approval from that institution. | | | | | | |
| **D Exemption Qualification** | | | | | | |
| If you believe your project qualifies for Exemption, which exemption number(s) apply? | | | | | | |
| **E Acknowledgment of Responsibility**  BY MY SIGNATURE BELOW, I ATTEST TO AN UNDERSTANDING OF AND AGREE TO FOLLOW ALL APPLICABLE SRSU, SPONSOR, TEXAS STATE AND FEDERAL POLICIES AND LAWS RELATED TO CONDUCTING RESEARCH WITH HUMAN SUBJECTS. If significant changes in investigative procedures are needed during the course of this project, I agree to seek approval from the SRSU IRB prior to their implementation. I further agree to immediately report to the SRSU IRB any adverse incidents with respect to human subjects that occur in connection with this project. | | | | | | |
| **PI’s Signature:** | | | | | | |

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| Instructions and Notes:   * Depending on the nature of what you are doing, some sections may not be applicable to your research. If so, mark as “NA”. * When you write a protocol, keep an electronic copy. You will need a copy if it is necessary to make changes. | |
| 1. **Protocol Title**   Include the full protocol title: | |
| 1. Background and Objectives   Provide the scientific or scholarly background for, rationale for, and significance of the research based on the existing literature and how will it add to existing knowledge.   * Describe the purpose of the study. * Describe any relevant preliminary data or case studies. * Describe any past studies that are in conjunction to this study. | |
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| 1. Data Use   Describe how the data will be used. Examples include:   * Dissertation, Thesis, Undergraduate honors project * Publication/journal article, conferences/presentations * Results released to agency or organization | * Results released to participants/parents * Results released to employer or school * Other (describe) |
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| 1. Inclusion and Exclusion Criteria   Describe the criteria that define who will be included or excluded in your final study sample. If you are conducting data analysis only describe what is included in the dataset you propose to use.  Indicate specifically whether you will target or exclude each of the following special populations:   * Minors (individuals who are under the age of 18) * Adults who are unable to consent * Pregnant women * Prisoners * Native Americans * Undocumented individuals | |
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| 1. Number of Participants   Indicate the total number of participants to be recruited and enrolled*:* | |
| 1. Recruitment Methods  * Describe who will be doing the recruitment of participants. * Describe when, where, and how potential participants will be identified and recruited. * Describe and attach materials that will be used to recruit participants (attach documents or recruitment script with the application). | |
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| 1. Procedures Involved   Describe all research procedures being performed, who will facilitate the procedures, and when they will be performed. Describe procedures including:   * The duration of time participants will spend in each research activity. * The period or span of time for the collection of data, and any long term follow up. * Surveys or questionnaires that will be administered (Attach all surveys, interview questions, scripts, data collection forms, and instructions for participants to the online application). * Interventions and sessions (Attach supplemental materials to the online application). * Lab procedures and tests and related instructions to participants. * Video or audio recordings of participants. * Previously collected data sets that that will be analyzed and identify the data source (Attach data use agreement(s) to the online application). | |
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| 1. Compensation or Credit  * Describe the amount and timing of any compensation or credit to participants. * Identify the source of the funds to compensate participants * Justify that the amount given to participants is reasonable. * If participants are receiving course credit for participating in research, alternative assignments need to be put in place to avoid coercion. | |
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| 1. Risk to Participants   List the reasonably foreseeable risks, discomforts, or inconveniences related to participation in the research. Consider physical, psychological, social, legal, and economic risks. | |
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| 1. Potential Benefits to Participants   Realistically describe the potential benefits that individual participants may experience from taking part in the research. Indicate if there is no direct benefit. Do **not** include benefits to society or others. | |
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| 1. Privacy and Confidentiality   Describe the steps that will be taken to protect subjects’ privacy interests. “Privacy interest” refers to a person’s desire to place limits on with whom they interact or to whom they provide personal information.  Describe the following measures to ensure the confidentiality of data:   * Who will have access to the data? * Where and how data will be stored (e.g. SRSU secure server, SRSU cloud storage, filing cabinets, etc.)? * How long the data will be stored? * Describe the steps that will be taken to secure the data during storage, use, and transmission. (e.g., training, authorization of access, password protection, encryption, physical controls, certificates of confidentiality, and separation of identifiers and data, etc.). * If applicable, how will audio or video recordings will be managed and secured. Add the duration of time these recordings will be kept. * If applicable, how will the consent, assent, and/or parental permission forms be secured. These forms should separate from the rest of the study data. Add the duration of time these forms will be kept. * If applicable, describe how data will be linked or tracked (e.g. masterlist, contact list, reproducible participant ID, randomized ID, etc.).   If your study has previously collected data sets, describe who will be responsible for data security and monitoring. | |
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| 1. Consent Process   Describe the process and procedures process you will use to obtain consent. Include a description of:   * Who will be responsible for consenting participants? * Where will the consent process take place? * How will consent be obtained? * If participants who do not speak English will be enrolled, describe the process to ensure that the oral and/or written information provided to those participants will be in that language. Indicate the language that will be used by those obtaining consent. Translated consent forms should be submitted after the English is approved. | |
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