Institutional Review Board Application

Snow College IRB Application

The main purpose of IRB (Institutional Review Board) is to conduct a risk-benefit analysis to determine whether or not research involving human subjects should be conducted. IRB assures that appropriate steps are taken to protect the rights and welfare of humans participating as subjects in research study.

Snow College's IRB is used to support and encourage undergraduate research and faculty or staff professional achievement. The committee is comprised of faculty (from the science, mathematics, and social science disciplines), and staff representing institutional research, risk management, data security, and logo/brand management.

This application determines whether the research project is exempt or requires full Snow College IRB review and is intended for students, faculty or staff conducting research projects that employ comprehensive research methodology and human subjects' participation.

General Information . . .

1. What is research?

Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research for purposes of this policy, if they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities (45 CFR 46.102(d)).

2. What qualifies as a human subject?

Human Subjects means a living individual about whom an investigator (whether professional or student) conducting research obtain (1) data through intervention or interaction with the individual, or (2) identifiable private information.

3. How does research influence knowledge?

Generalized knowledge means that the intent of the research is to add information to your field of study; the results can be applied beyond the subject population to other settings. It doesn't matter if the results will be published or not, if your research activity is designed with the aim of discovering information that can be applied in other settings, it can be considered research.

Q24 **What best represents your role in seeking IRB approval?**

- ○ I am a Snow College student
- ○ I am a Snow College faculty or staff member
- ○ I am an external principal investigator

Start of Block: External/Faculty IRB

Q35 Faculty, staff, and external primary investigators seeking to do research at Snow College in fulfillment of graduate degree or independent sponsorship requirements should have IRB approval from their host organization and/or graduate-degree sponsoring institution. Snow College recognizes that sponsoring institutions may require a cooperative letter from Snow College before granting IRB approval. Snow College will honor IRB approval granted by another organization or degree-granting institution by providing a letter of support. If you are conducting such research, please contact Dr. Beckie Hermansen with digital copies of your proposal and your host institution's IRB approval.

Important things to consider . . . .

Snow College IRB will determine whether your research qualifies for an IRB exemption. **DO NOT begin data collection prior to any IRB determination.** All materials must be typed. Handwritten materials will be returned. All questions, check boxes, must be completed. Anything left blank will result in an incomplete application. The use of N/A or non-applicable is not an option. If Snow College IRB determines that a study meets the criteria for exemption research, the requirements for informed consent do not apply. However, ethical standards for research that involves the interviewing of research subjects requires that said subjects much be fully informed and free to choose whether to participate.

Start of Block: IRB Application

Q10 **This information must be completed by the principal investigator.**

- First Name _____
- Last Name _____
- Contact Email Address _____
- Contact Phone Number _____
- Faculty Advisor/Collaborator _____
- Faculty Advisor/Collaborator Email _____
- Research Time Frame (e.g. fall semester 2017) _____
- Date of IRB Application submission (mm/dd/yyyy) _____
- Snow College Course associated with the student project (SUBJ and Course number) _____

Q11 **Research Title:** What is the title of your research project?

_____

Q14 **Description:** Provide a brief description of the research project.

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Q37 **Research Purpose:** What is your thesis statement, research question, or hypothesis?

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Q15 **Research Design (Who):** Who will be involved in your project?
Please provide details on the population who wish to study (age, gender, location, and any other characteristics relevant to your research).

Q16 **Research Design (Sampling):** How will the participants be recruited?
Please provide information how participants will be informed about your research including any incentives/rewards for participation.

Q38 **Research Design (What):** What will participants do in your study?
Provide information on all activities required for participation (survey, interview, etc.)

Q18 **Risks:** Describe any potential physical, psychological, social, legal or other risks to participants and the step you plan to take to minimize and/or care for such risks.

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Q19 Benefits: Describe the benefits that may be received as a result of research study participation (i.e. gift cards, food, etc.).

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If you intend to provide a survey to participants, please upload a copy of your survey here. Note: surveys must be typed and submitted as Word (doc or docx) or PDF documents.

End of Block: IRB Application

Start of Block: Research Question Block

Please provide a response to each of the following questions. Any question left blank will result in an incomplete application. Incomplete applications are unapproved applications.

	Yes	No
Is your research systematic, involving a system, method, or plan that will be employed consistently throughout data collection?	○	○
Will your findings be presented beyond the college setting, such as presented at a conference, or published in a peer-reviewed journal or used in a thesis or dissertation?	○	○
Will your conclusions be presented as a representative of the larger population from which your sample was recruited? (Mark “No” if the data collected applies only to the sample population).	○	○

End of Block: Research Question Block

Start of Block: Human Subjects Block

Please provide a response to each of the following questions. Any question left blank will result in an incomplete application. Incomplete applications are unapproved applications.

	Yes	No
Will your investigation gather information about living human individuals?	○	○
Will you be interacting with the respondents or intervening in their daily routine? This includes interruptions to student learning such as class time, laboratory work, tutoring sessions or study time/halls.	○	○
Are you collecting data or information that can identify an individual or allow another person to ascertain their identity (examples: Names, SSN, student id, phone number, mailing address, email, medical record number, or other number code that pertains specifically to an individual)?	○	○
Is the data collected considered to be private information, which the participant expects will not be made public, or in a context which an individual would not otherwise expect to be observed or recorded (such as their home)?	○	○

End of Block: Human Subjects Block

Start of Block: High Risk Questions

Please provide a response to each of the following questions. Any question left blank will result in an incomplete application. Incomplete applications are unapproved applications.

	Yes	No
Will participants be asked to report their own or others' sexual experiences, alcohol or drug use, or other high-risk behaviors, and will their identities be known to you?	○	○
Are the participants' data directly or indirectly identifiable and could these data place subjects at risk for criminal or civil liability, or might they be damaging to subjects' financial standing, employability or reputation?	○	○
Are any participants confined in a correctional or detention facility, including involuntary assignment to community-based alternatives to incarceration (drug treatment facilities, etc.)?	○	○
Are participants involved who may not be legally/mentally/cognitively competent?	○	○
Are personal records (medical/academic, etc.) used with identifiers and without written consent?	○	○
Will food or beverages be administered to the subjects (this includes the use of alcohol or drugs).	○	○
Are participants outside the age range of 18 to 80 (e.g. younger than 18 or older than 80)?	○	○

End of Block: High Risk Questions

Research can be considered exempt from formal review and approval (federal regulation 45 CFT 46.101(b)) if the ONLY involvement of human subjects falls within one or more of the categories listed below.
Please check any of the categories applicable to your research project.

☐ **My research is conducted in an established or commonly accepted educational setting(s), involving normal educational practices that are not likely to adversely impact students' opportunity to learn required educational content or the assessment of educators who provide instruction. This includes most research on regular and special education instructional strategies, and research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.**

☐ **My research involves the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation or public behavior (including visual or auditory recording) where at least one of the following criteria is met:**

- The information obtained is recorded in such a manner that the identity of the human subjects/participants cannot be readily ascertained, directly or through identifiers linked to the subjects**.**
- Any disclosure of the human subjects' responses outside the research would not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation.

☐ **My research involving benign behavioral interventions in conjunction with the collection of information from an adult subject through verbal or written responses (including data entry) or audiovisual recording if the subject prospectively agrees to the intervention and information collection and at least one of the following criteria is met:**

- The information obtained is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained, directly or through identifiers linked to the subjects.

☐ **My research involves the use of educational tests or benign behavioral interventions where:**

- The information obtained is recorded by the investigator in such a manner that the identity of the human subjects can readily be ascertained, directly or through

identifiers linked to the subjects, and an IRB conducts a limited IRB review to make the determination required by §46.111(a)(7).

☐ **My research is secondary research for which consent is not required. Secondary research applies only to private information or identifiable biospecimens.**

☐ **My research is conducted by, on behalf of, a Federal department or agency using government-generated or government-collected information obtained for non-research activities.**

☐ **My research involves taste and food quality evaluation and consumer acceptance studies where** wholesome foods without additives are consumed, or food that contains a food ingredient deemed to be safe by the Food and Drug Administration or the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

☐ **My research involves the storage or maintenance of non-identifiable private information or non-identifiable private information for which broad consent is not required.**

☐ **My research is secondary research because the research involves identifiable private information or identifiable biospecimens and the following criteria apply**

- There is documentation of informed consent or a waiver of documentation obtained regarding secondary research. The study does not include returning individual results as a part of the study plan.

End of Block: Exemptions

Start of Block: Investigator Responsibilities

As a part of your complete IRB Application, you must indicate that you have read and will comply with the following conditions.

☐ **I certify that the information I have provided in this application (and in all attachments/document uploads) is complete and correct.**

☐ **I understand that I have ultimate responsibility for the protection of the rights and welfare of human participants, the conduct of this study, and the ethical performance of this research.**

☐ **I certify the following:**

- The study will be performed by qualified personnel according to the Snow College IRB-approved application
- The equipment, facilities, and procedures to be used in this research meet recognized standards for safety.
- Student and co-investigators on this study have received adequate training and are knowledgeable about the regulations and policies governing this research.
- Study participants represent all healthy volunteers.
- Study participants include only persons 18 years of age or older.
- Study participants exclude all persons who are over the age of 80.
- Study participants exclude all who are ill or have other medically related issues.
- The study accepts that students/participants are volunteers and may withdraw from study participation at any time regardless of original consent.
- All reports generated by the study will be based on aggregated results and will not identify individual participants, programs, or institutions.
- Where available, institutional information will be shared with Snow College's Office of Institutional Research and Effectiveness.
- Student and co-investigators on this study have received adequate training and are knowledgeable about the regulations and policies governing this research.
- I agree to ensure adequate supervision of all research study personnel and to meet with the investigator(s), if different from myself, on a regular basis to monitor study progress.
- Unanticipated problem, adverse events, and new information that may affect the risk-benefit assessment for this research will be reported to my faculty advisor, the Snow

College Office of Institutional Research (435-283-7346; beckie.hermansen@snow.edu), and to my department chair/director/Dean.

☐ **I further certify that the proposed research has not yet been done, is not currently underway, and will not begin until IRB approval has been obtained.**

Please provide your signature below

End of Block: Investigator Responsibilities
