

Shawnee State University

Application Instructions for IRB Full Review and Expedited Review Applications

Instructions

Researchers who wish to conduct scientific research involving vulnerable populations with less than minimal risk to participants or any population with greater than minimal risk to participants must complete this form and submit it to the Shawnee State University Institutional Review Board (IRB). ***Proposals must be reviewed and approved by the IRB before any contact with research participants can begin.*** The application must be submitted, with all signatures, 7 days before the next scheduled IRB meeting. The dates are posted on the IRB website.

All applications must be submitted electronically only. Please attach the items from the check-off list to the last page of the Full Review Application. No review shall be conducted until a complete application is submitted. All applications should be typed. For questions, please contact the IRB Chair at IRB@shawnee.edu.

All Investigators must complete the Human Research Participants Training, before submitting an application. Please see the IRB website for training options.

Application Check-off List (All applicable items must be attached to the Application. For items not applicable, attach Word document titled with the Form Name, explaining for **each** item not attached.)

- Certificates of Completion of Human Research Participants Training for all Investigators
 - If certificates are already on file with the IRB, then you need not submit a new copy.
- Consent Form
- Assent Form, if you will have participants who cannot legally give consent to participation (such as children under age 18 or individuals with diminished cognitive abilities)
- Document answering the Research Summary Questions
- Copies of all questions or forms that will be used in data collection
- Any advertisements for research participant recruitment (if applicable)

All accompanying documents will be attached to the DocuSign application. Please create one document for each of the categories (i.e. All Training Certificates scanned in to one file).

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Research Summary Questions

Please submit your answers in a separate document titled “Research Summary.” We request that the document be no longer than 4 pages. Please clearly distinguish which question you are answering by labeling it with the appropriate Roman numeral or number.

I. Give a short summary of the research questions. Please include information about prior studies that are directly related to the currently proposed study.

II. Give a short summary of the methodology, research design, and procedures.

III. What precautions will be taken to protect the participants’ identity and any information that they provide during the study?

IV. How will the data be analyzed and reported? Please note if there is any risk of privacy or confidentiality breach in the reported results.

V. What is the estimated timeline for data collection for this study?

VI. References