**SECTION 1**

**PROJECT TITLE**

**Project Title:** Insert your title here

**Department:** Insert your department here

**Briefly describe the purpose and the benefit of your project:**

Fill this in as needed

**PRELIMINARY QUESTIONS**

**Is this a student or faculty application?**

\_\_\_ Student

\_\_\_ Faculty

**Select the review level appropriate for your project:**

**\_\_\_** Exempt

**\_\_\_** Expedited

\_X\_ Full Board

**FULL BOARD CRITERIA**

**From the list below please select the full board category if any of the following categories apply to your project**

**\_\_\_ Full Board Category 1** - Projects for which the level of risk is greater than minimal.

**\_\_\_ Full Board Category 2** - Projects that involve intentional deception such that misleading or untruthful  
information will be provided to participants when other categories in this section  
also apply.

**\_\_\_ Full Board Category 3** - Projects that involve sensitive or protected populations such as prisoners, minorities,   
street kids.

**\_\_\_ Full Board Category 4** - Projects in which the investigator interacts with children other than regular classroom  
activities or educational tests.

**\_\_\_ Full Board Category 5** - Projects that plan to use procedures that are personally intrusive, stressful, or potentially traumatic (stress can be physical, social, cultural, financial or legal).

**\_\_\_ Category 6** - Clinical trials.

**SECTION 2**

**Declare Whitworth Investigators:**

Insert each TEAM member name here exactly as it appears in Outlook

**Declare Off-campus Investigators:**

Insert each investigator name here. Please make sure that the emails listed for these investigators are ones that will be checked frequently.

**SECTION 3 (full board)**

**FULL BOARD FACTORS**

**Check all that apply**

\_\_\_ This project is more than minimal risk

If checked, please explain why the project is more than minimal risk

If checked, please describe how you will minimize the risk of participation

\_\_\_ This project uses deceit

\_\_\_ The subjects are all children (under 18 years old)

\_\_\_ The subjects are all prisoners

If you are a student doing research with prisoners, you must have a faculty member who is experienced in conducting research using prisoners as subjects and the board must have a prisoner advocate present at the review. If you are proposing juvenile detainees, you must petition the court for permission to use them as subjects prior to application to the IRB.

\_\_\_ The subjects all have impaired decision-making ability

If checked, you attest that an advocate will be present during the meeting when the subjects are mentally ill.

\_\_\_ The subjects are all street kids

Since it is not practical to obtain written parental consent where the subjects are street kids, you attest that an advocate experienced with street kids present during data collection and at the board meeting.

\_\_\_ The subjects are all minorities

If checked, you attest that an advocate will be present during the meeting when the subjects are minorities.

\_\_\_ The subjects are all over 70 years old

\_\_\_ None of the above

**SUBJECT INFO**

**How many subjects do you plan to recruit?**

Fill this in as needed

**Subject recruitment**

\_\_\_ Whitworth

\_\_\_ Other Higher Education Institution

If yes, please attach a digital copy of the letter of approval

\_\_\_ Public or Private K-12 Institution

If yes, please attach a digital copy of the letter of approval

\_\_\_ Social Services or Other Outside Organization

If yes, please attach a digital copy of the letter of approval

\_\_\_ Other (specify below)

**Describe how you will recruit subjects and prevent coercion of participation.**

Fill this in as needed

**What is the anticipated age range of subjects?**

Fill this in as needed

**What will the subjects do when they participate?**

Fill this in as needed

**Where will the research be performed?**

Fill this in as needed

**DATA COLLECTION**

**What specific methods will you use to collect the data?**

Fill this in as needed

**How will you protect personally identifiable data?**

It is recommended that, unless otherwise needed, subject data will be coded to remove all identifying information that could affect confidentiality or anonymity during data analysis and dissemination. Only the research investigators and faculty supervisor should have access to collected data. All hard copy data should be stored and locked in a secure area. Electronic data should be password-protected/encrypted. Upon completion of the study, all coded data, without identifiers, must be kept for three years and then properly disposed of (i.e. deleted if electronic or shredded if there are hard copies). No identifying information should be held after coding of the data is complete and verified.

Fill this in as needed

**Study employs deception to mask the true purpose**

\_\_\_ Yes  \_\_\_ No

If yes, please create a debriefing statement that will be used to explain the deception to participants and attach it to this proposal. – template can be accessed [**HERE**](https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/WordDocuments/f-research-with-deceit-form.docx)

**Study employs a survey or interview instrument**

\_\_\_ Yes  \_\_\_ No

If yes, please create a separate survey and attach it to this proposal

**Study employs the use of non-prescription medications, supplements, caffeine, or energy drinks**

\_\_\_ Yes  \_\_\_ No

If yes, please attach a brief literature review that outlines possible side effects and safe practices, as indicated [**HERE**](https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/PDF/IRBPolicyReAlcoholControlledSubstancesOTCDrugs.pdf).

**Could your project present a risk to persons with pre-existing health conditions such as diabetes or heart conditions?**

\_\_\_ Yes  \_\_\_ No

If yes, please attach a health screening form, an example of which can be found [**HERE**](https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/WordDocuments/HealthScreeningTemplate.doc)

**SECTION 4**

**CONSENT DETAILS**

**Consent type**

\_\_\_ I am requesting a waiver of written consent and will use a consent script instead

If checked, please provide a justification for the waiver.

If checked, please select either of the following consent scripts and upload the corresponding document

\_\_\_ Verbal consent script – template can be accessed [**HERE**](https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/WordDocuments/k-script-for-verbal-online-consent.docx)

\_\_\_ Written consent script (e.g. cover page of survey or the first screen of online consent form) – template can be accessed [**HERE**](https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/WordDocuments/k-script-for-verbal-online-consent.docx)

\_\_\_ I will use written consent form(s)

If checked, please use the following consent form(s) (select all that apply)

\_\_\_ Adult consent (all subjects over the age of 18) – template can be accessed [**HERE**](https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/WordDocuments/a-adult-consent-form.docx)

\_\_\_ Parental consent – template can be accessed [**HERE**](https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/WordDocuments/b-parental-consent-form.docx)

\_\_\_ Child assent (required for age 7 and above) – templates can be accessed [**HERE**](https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/WordDocuments/d1-elemenary-assent-form.docx) (elementary) and [**HERE**](https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/WordDocuments/d2-middle-high-school-assent-form.docx) (middle/high school)

**Will there be an inducement for subject participation?**

\_\_\_ Yes \_\_\_ No

If yes, please explain what inducement will be used for participation and why.