INSTITUTIONAL REVIEW BOARD
PART I
APPLICATION FOR APPROVAL TO USE HUMAN SUBJECTS IN RESEARCH
Return the original and one electronic copy of the application to:

Sandra Fuline, Ph.D.
IRB Chair
Stark State College
6200 Frank Avenue NW
North Canton, OH 44720
sfuline@starkstate.edu

and

Peter Trumpower, M.A.
Director, Institutional Research
Stark State College
6200 Frank Avenue NW
North Canton, OH 44720
ptrumpower@starkstate.edu

PRINCIPAL INVESTIGATOR _____
(typed name)

DEPARTMENT _____

ADDRESS _____ EMAIL_____

CITY _____ STATE _____ ZIP _____ PHONE (_____) Ext. _____

CO-INVESTIGATOR(S) _____ _____
(typed name) (signature)

_____ _____
(typed name) (signature)

PROJECT TITLE _____

BEGINNING DATE OF RESEARCH (MONTH/YEAR) _____

ANTICIPATED ENDING DATE OF RESEARCH (MONTH/YEAR) _____
****

TYPE OF PROJECT

□ **FACULTY RESEARCH:**
EXTERNALLY FUNDED YES _____ AGENCY _____
NO _____

□ **STUDENT-DIRECTED RESEARCH:**
ADVISOR_____
THESIS _____ DISSERTATION _____ COURSE REQUIREMENT _____
COURSE # _____ PRACTICUM _____ OTHER (Please Specify) _____

I agree to follow the procedures outlined in this summary description and any attachments to ensure that the rights and welfare of human subjects in my project are properly protected. ***I understand that no contact may be initiated with subjects until I have received approval of these procedures from the IRB and complied with any required modifications in connection with that approval.***

_____ Date _____
(Signature of Principal Investigator)

APPROVAL OF FACULTY ADVISOR: ***Required for all students***

_____ Date _____
(Signature of Advisor)

PRINTED NAME OF ADVISOR _____

ADDRESS/AFFILIATION _____

CITY _____STATE_____ZIP_____

PHONE (_____) _____E-MAIL_____FAX (_____) _____

INSTITUTIONAL REVIEW BOARD
PART II: RESEARCH PROTOCOL

TYPE OF REVIEW REQUESTED *(Choose One)*

NOTE: Regardless of type of review, all of Part II and Part III must be completed and submitted to the IRB. Research may begin only after written approval of IRB is obtained.

_____ **EXEMPTED**

I (We) believe the current project is **EXEMPTED**. It meets category (categories) _____ from the list of six categories on pages 4-6 of the Guidelines.

In the space below, explain why you feel your research project meets the **EXEMPTED** provisions. Briefly detail all the categories that apply to your research. (Refer to the six categories that define exempt status).

_____ **EXPEDITED**

I (We) believe the current project meets the **EXPEDITED** classification. It meets category (categories) ____ from the list of 13 categories on pages 6-8 of the Guidelines.

In the space below, explain why you feel your research project meets the **EXPEDITED** provisions. Briefly detail all the categories that apply to your research. (Refer to the 13 categories that define expedited status).

This study most closely aligns with category 1. This study will utilize a self-report method. Subjects cannot be linked or identified by their responses. In the event this did occur, information on this survey would pose little risk or consequence to the respondent. The survey does not deal with any sensitive or illegal behaviors.

_____ **FULL BOARD**

I (We) believe that this project exceeds the requirements for the **EXEMPTED** and **EXPEDITED** classifications, and therefore, must be reviewed by the **FULL BOARD** of the IRB.

INSTITUTIONAL REVIEW BOARD
PART II: RESEARCH PROTOCOL

Continued

(Please answer the questions below.)

YES NO		
_____ _____	A.	Human subjects in the proposed research are involved in activities that exceed those described as exempt categories.
_____ _____ (please circle appropriate classes of subjects)	B.	The proposed research activity will involve a special class of subjects. Examples would include: children, prisoners, pregnant women, mentally disabled persons, or economically or educationally disadvantaged persons. Further examples may include: individuals with psychiatric, cognitive or developmental disorders, substance abuses, and any other special category of individual who may not have the capacity to make a reasoned decision about participation.
_____ _____	C.	The proposed research activity will involve an element of deception.
_____ _____	D.	The proposed research activity will expose subjects to discomfort or harassment beyond levels encountered in daily life.
_____ _____	E.	The subjects will be identifiable to anyone other than the researchers through records, responses or identifiers linked to the subjects.
_____ _____	F.	The subjects could be at risk of criminal or civil liability, damage to employability or to financial standing, or undue embarrassment, if responses became known outside this research project.
_____ _____	G.	The research deals with sensitive aspects of subjects' behavior such as illegal conduct, drug use, sexual behavior, or use of alcohol.
_____ _____	H.	The research involves the collection or study of existing data from sources not publicly available. (Existing data can be documents, records, pathological specimens or diagnostic specimens).
_____ _____	I.	The subjects will be video/audio- taped.
_____ _____	J.	The subjects are free to withdraw at any time without penalty.
_____ _____ _____ N/A	K.	The research activities outlined in Part III have the written approval of the authorized official(s) in the school district and/or other agencies involved with this research (if applicable). (Attach copy).
_____ _____	L.	All required forms and safeguards are included with Part III: Summary of Proposal. This includes questionnaires, research instruments, letters of consent, approvals from authorized officials, etc.

INSTITUTIONAL REVIEW BOARD
PART III: SUMMARY OF PROPOSAL

Summarize the proposed project and procedures to which humans will be subjected. **Consent form(s), questionnaires, etc. must be attached**. The summary should include purpose(s), solicitation and number of subjects, data collection procedures, an explanation of how consent is obtained, procedures for maintaining confidentiality and any potential risks involved for the subjects. Explain the nature of any deception if it is part of the design.

(Attach separate sheets if additional space is required.)

1. Project Description

Describe the specifications and objectives of your research, the data collection procedures, and any features of the research design that involve special conditions or procedures for subjects.

2. Subject Recruitment

A. Explain how subjects will be recruited. Include sources from which they are recruited, where and how subjects will be first contacted, and recruitment techniques to be utilized.

B. Describe sample size and characteristics of the subjects. Include age, sex and/or racial/ethnic affiliations causing them to be included in the study population, institution status (i.e., patients or prisoners), and their general state of mental and physical health. Explain why it is necessary to use these particular population subgroups or special populations.

3. Confidentiality of Data

Explain how data will be secured and/or stored to safeguard the identifiable records of individuals. Include how long the data will be stored beyond the required 36 months and how the data will be destroyed.

4. Informed Consent Procedures

A. How will the subject be informed of the nature of the investigation, the reasonably foreseeable risks, and the voluntary nature of his/her participation?

_____ In writing (attach a written copy of this explanation)

_____ Orally (attach a written copy of this explanation)

B. Once the above information has been presented, will you obtain written consent from the subjects (i.e., their signature) prior to their participation?

_____ Yes (attach a copy of the written consent form)

_____ No (attach a detailed justification for requesting waiver of written consent)

C. Are the subjects: (Check all that apply)

_____ children _____ mentally disabled
_____ prisoners _____ economically disadvantaged
_____ pregnant women _____ educationally disadvantaged
_____ other (please specify) _____

Describe from whom consent will be sought and by whom permission will be granted.

5. Risks to Subjects

A. Describe in detail any immediate or long range risks to subjects that may arise from the procedures used in the study. Risks may be physical, psychological, social, legal, or economic. Indicate the precautions you have taken to minimize these risks.

B. Explain the nature of any deception if it is part of the research design.

6. Benefits

Describe the anticipated benefits to subjects, field of study, and to society, from knowledge that may be obtained in this study.

Example Informed Online Consent to Participate in a Research Study
Stark State College

Study Title: User-Generated Music

Principle Investigator: Dr. John Doe
Arts, Humanities, and Reading
Stark State College, 6200 Frank Ave. NW
North Canton, OH 44720
Phone: (330) 494-6170, Ext. 4011
E-mail: djd@starkstate.edu

Introduction: You are being invited to participate in a research study. This consent form will provide you with information on the research project, what you will need to do, and the associated risks and benefits of the research. Your participation is voluntary. Please read this form carefully. It is important that you fully understand the research in order to make an informed decision.

Purpose and Background: The purpose of this research is to learn more about the music people create and post online. If you decide to take part in this study, you will be asked to complete a survey about yourself and your music posting behaviors and related activities. The survey should take about 15 minutes to complete.

Risk/Discomforts: There are no anticipated risks in completing this survey beyond those encountered in everyday life. Your study related information will be kept confidential within the limits of the law. Research participants will not be identified in any publication or presentation of research results; only aggregate data will be used.

Benefits: This research will not benefit you directly. However, your participation in this study will help us to better understand user-generated music online.

Costs: There will be no costs to you as a result of taking part in this study.

Payment/Compensation:

Questions: If you have any questions or concerns about this research, you may contact James D. Belcher at (330) 494-6170, Ext. 4011. This project has been approved by the Stark State College Institutional Review Board. If you have any questions about your rights as a research participant or complaints about the research, you may e-mail the IRB at ptrumpower@starkstate.edu.

Consent

Taking part in this research study is entirely up to you. You may choose not to participate or you may discontinue your participation at any time without penalty. You must be 18 years of age or older to participate. Clicking the "next" button below constitutes your consent to participate. Thank you for helping with this important project.

Example Justification for Requesting Waiver of Written Consent

As this study poses minimal risk to participants, written consent may not be necessary. Also, participants will be asked to click “next” after they read the consent form. This action will substitute for their written consent.