**This document provides an editable preview of questions appearing on the New IRB Application form. You’re encouraged to draft your responses here, but are required to submit your application and all supporting documents via the** [**Microsoft Form**](https://forms.office.com/r/LhguLBZ36e)**. Do not simply email this document to the IRB – if so, it will not be reviewed.**

**Demographics**

Project title

Click or tap here to enter text.

Is this project being funded by an external funding agency?

[ ] Yes

Please indicate the funding agency and grant number supporting this project.

Click or tap here to enter text.

[ ] No

Is this project being conducted by a student (or group of students) as part of a course you’re enrolled in?

 **Note**: This may include an independent study, Honors Distinction Project, research practicum, capstone course, etc.

[ ]  Yes, this is a student-led project supervised by a faculty member

 Please indicate the class you're conducting this project in.

 Click or tap here to enter text.

 Project Lead First Name (**Note**: Student co-investigators can be listed towards the end of this form)

Click or tap here to enter text.

Project Lead Last Name

Click or tap here to enter text.

Project Lead CITI Training Certificate (**Note**: You will be required to attach a PDF of the student lead’s CITI training certificate; to complete the training, you should register for a free account [here](https://www.citiprogram.org/index.cfm?pageID=154&icat=0&ac=0&region=1&message=0) if you don’t already have one, add your affiliation as Roanoke College, complete all required modules within the Social & Behavioral Research Investigators course, save your certificate, and upload it here; there is a place to upload the Faculty Member/Advisor's CITI training certificate below, and a place to upload the CITI training certificates of any additional co-investigators at the end of this form.)

[ ]  No, this is a faculty-led project, but a student (or students) will also be involved with the process

[ ]  No, this is a faculty-led project with no student involvement

Faculty Member/Advisor First Name

Click or tap here to enter text.

Faculty Member/Advisor Last Name

Click or tap here to enter text.

Faculty Member/Advisor RC Email Address

Click or tap here to enter text.

Faculty Member/Advisor CITI Training Certificate (**Note**: You will be required to attach a PDF of the faculty member/advisor’s CITI training certificate; to complete the training, you should register for a free account [here](https://www.citiprogram.org/index.cfm?pageID=154&icat=0&ac=0&region=1&message=0) if you don’t already have one, add your affiliation as Roanoke College, complete all required modules within the Social & Behavioral Research Investigators course, save your certificate, and upload it here; there is a place to upload the CITI training certificates of any additional co-investigators at the end of this form.)

Project Start Date **(Note**: The start date **cannot**be backdated)

Click or tap here to enter text.

Project End Date

Click or tap here to enter text.

**Multi-Institutional**

Multi-institutional projects are projects that involve one or more institutions **outside of** Roanoke College.

Is this project multi-institutional?

[ ] Yes

Is Roanoke College the primary site?

[ ] Yes

[ ] No (**Note**: You will be required to attach the primary institution’s full IRB application and their letter of approval; our IRB will review this and reach out if we need more information for our purposes)

[ ] No

**Study Background Information**

Purpose

Briefly describe, in lay terms, the general nature and purpose of the proposed research, **and**where the study will take place.

Click or tap here to enter text.

Procedures

List all procedures to be used on human subjects. In other words, describes what subjects will do during your study.

Click or tap here to enter text.

**Surveys and Questionnaires**

Will your project involve collecting data from individuals in the form of surveys or questionnaires?

[ ] Yes (**Note**: You will be required to attach a copy of all survey questions)

Please indicate a 2-week window in which you'd like to send out your survey/questionnaire. (**Note**: If this is a multi-part survey study, please indicate a 2-week window for each phase. Disseminating surveys within the first 10 days of a new semester or within the last 3 weeks of a concluding semester is not feasible, generally speaking. Timing will be confirmed at the time of study approval, but may not align exactly with your ideal timeline, depending on other surveys that are active at the same time.)

Click or tap here to enter text.

Do you intend to send your survey through the Office for Institutional Research to reach a specific group of people affiliated with the College?

This could include:

* students
* staff
* faculty

**Note**:  If you are sending the survey to a Roanoke College group, the IRB will contact the Institutional Research office (and copy all researchers) on your behalf after IRB approval is complete to request that that office send an invitation.

Survey invitations are sent to a matched subset of the student body, not the entire student population.

One reminder invitation can be sent about a week after the initial invitation, if needed. Keep in mind that the researcher will need to contact the Institutional Research office (ir@roanoke.edu) to request that reminder. Reminders are sent to the same mailing list as was used the first time.

[ ] Yes

 Please provide the **subject line** you'd like your proposed invitation to display.

 Click or tap here to enter text.

Please provide the **body of the text** you'd like your proposed invitation to display in the email itself.

Click or tap here to enter text.

Which population(s) do you wish to reach with your survey?

[ ] students

[ ] staff

[ ] faculty

Please provide the link to your Qualtrics survey below. (**Note**: Please ensure that the link is published and can be accessed.)

Click or tap here to enter text.

[ ] No

Do you intend to send your survey through a third-party software (e.g., Prolific) to collect data very broadly from people outside of the College?

 [ ] Yes

 Please indicate the name of the third-party software/site you intend to use.

Click or tap here to enter text.

 [ ] No

Do you intend to collect data from individuals who specifically sign up to participate in your research study?

 [ ] Yes

[ ] No

[ ] No

**Interviews/Focus Groups**

Will your project involve conducting focus groups and/or interviews?

[ ] Yes (**Note**: You will be required to attach a copy of all interview and/or focus group questions)

[ ] No

**Other Materials**

Will your project involve presenting any other types of materials to participants?

 **For example**: readings, writing prompts, visual stimuli, audio clips

 [ ] Yes

Please upload a copy of any additional materials here. (**Note**: The file number limit is 10 files, with a maximum size of 1 GB each. If you have a large number of files, you should expect to consolidate them into fewer files. For example, if you have 50 visual stimuli, it would be more efficient to save them all to a single PowerPoint and upload that file (or a PDF version of that file) in this space)

 [ ] No

**Deception**

Deceiving participants is sometimes necessary in order to derive unbiased results, depending on the study objectives and design.

Will your project involve deceiving participants?

[ ] Yes

 Please provide a debriefing statement you will share with participants at the conclusion of your study.

Click or tap here to enter text.

[ ] No

**Subject Recruitment**

Describe the group/population from which your sample of subjects will be selected.

This could include

* Roanoke College students, staff, faculty, or alumni
* people from the general public
* high school students
* etc.

Click or tap here to enter text.

Describe the process by which subjects will be recruited. (**Note**: You should also include the total number of subjects you anticipate recruiting to participate.)

Click or tap here to enter text.

Will you use recruitment materials (e.g., flyers, emails **not**sent via the Office for Institutional Research, social media posts, etc.)?

 [ ] Yes (**Note**: You will be required to attach a copy of all recruitment materials)

 [ ] No

How much time will be required of subjects, from start to finish?

Click or tap here to enter text.

Are you including participants based on certain characteristics and/or excluding other participants based on certain characteristics?

For example, your project may:

* include only student athletes, if you're interested in the relationship between athletic and academic performance
* exclude people with pre-existing heart conditions, if you're measuring sensitive physiological measures
* include only females, if you're tracking the relationship between menstrual cycles and some other variables
* etc.

[ ] Yes, I have specific inclusion and/or exclusion criteria that I will apply to screen participants

 Please ***list***and ***justify***all inclusion and/or exclusion criteria you will screen for.

Click or tap here to enter text.

[ ] No

What is the relationship between the researcher(s) and the participant(s)?

 [ ] instructor (researcher) - students (participants)

 [ ] student (researcher) - students (participants)

 [ ] supervisor (researcher) - employees (participants)

[ ] colleague (researcher) - colleagues (participants)

[ ] none

 [ ] other: Click or tap here to enter text.

Will your study recruit individuals from any of the following populations? **Please select all that apply.**

 [ ] minors (under the age of 18)

 [ ] pregnant women

 [ ] persons with mental disabilities

 [ ] prisoners

 [ ] economically or educationally disadvantaged individuals

 [ ] persons with physical disabilities

 [ ] other: Click or tap here to enter text.

 [ ] N/A

Please state the necessity for recruiting any of the populations you've selected above. If you're recruiting minors, you should also indicate the approximate age range. (**If none apply, please indicate N/A**)

Click or tap here to enter text.

**Risks and Benefits to Subjects**

State and describe all potential risks to participants.

For example, these may include:

* physical risks
* psychological risks
* emotional risks
* social risks
* financial risks
* legal risks

Click or tap here to enter text.

Describe procedures for protecting against, or minimizing, all potential risks stated above.

Click or tap here to enter text.

What, if any, benefit is to be gained by the subject? (**Note**: Compensation can be discussed later in the form.)

Click or tap here to enter text.

Describe how these risks are reasonable in relation to anticipated benefits to the participants (if any) and/or society more broadly. (**Note**: If you believe there are no risks whatsoever, please note that below.)

Click or tap here to enter text.

Will participants receive compensation in some form?

Compensation may be in the form of:

* money
* gift cards
* class credit
* merchandise
* a service

[ ] Yes

Describe the compensation given.

* **money/gift cards**: include payment arrangements, the amount of payment, and proposed method of disbursement
* **class credit**: include the amount and value of credit as it relates to the total points needed for the grade, alternative ways to earn the same amount of credit, the amount of partial class credit if the subject withdraws prior to the completion of the study
* **merchandise/service**: include the value and proposed method of disbursement

Click or tap here to enter text.

[ ] No

**Confidentiality and Results**

Describe how you will preserve participants' confidentiality.

Click or tap here to enter text.

How will data be recorded and stored, with and/or without identifiers?  Please address the questions below in your response.

* What types of identifiers will be recorded and stored?
	+ for example, names, job titles, number code, etc.
* How long will identifiers be kept?
* If a coding system is used, is there a link back to the subject’s ID?
	+ if yes, where is the code list stored in relation to data and when is the code list destroyed?

Click or tap here to enter text.

How will results be reported?

[ ] in aggregate terms

[ ] as individual responses

[ ] some of both

Will subjects be identified in reports?

 [ ] Yes

 Please explain why subjects must be identified in reports.

 Click or tap here to enter text.

 [ ] No

Will you record audio and/or video of participants?

[ ] Yes

 How long will audio/video recordings be kept after the study ends?

 Click or tap here to enter text.

[ ] No

How will results be presented?

 **Choose all that apply**

[ ] in class

[ ] on campus

[ ] at a conference off campus

[ ] in a public venue

[ ] other: Click or tap here to enter text.

**Informed Consent Form**

Please attach a copy of your informed consent form (ICF) document here. If your project involves collecting data from minors, please also submit your assent form here.

 **For more information about sections to include and to see sample ICFs, refer to Roanoke's IRB website:**[**https://www.roanoke.edu/irb**](https://www.roanoke.edu/irb)

**Additional Co-Investigators**

Are there co-investigators involved in this research project, in addition to the faculty member/advisor and/or lead student investigator listed at the beginning of this form?

[ ] Yes

Please list the full name(s) of any additional co-investigators.  This should include any other student, staff, or faculty member involved in this project in any way.

 Click or tap here to enter text.

Please upload the CITI training certificates for all additional co-investigators listed above form. (**Note**: You will be required to attach a PDF of all co-investigators’ CITI training certificates; to complete the training, you should register for a free account [here](https://www.citiprogram.org/index.cfm?pageID=154&icat=0&ac=0&region=1&message=0) if you don’t already have one, add your affiliation as Roanoke College, complete all required modules within the Social & Behavioral Research Investigators course, save your certificate, and upload it here.)

[ ] No

**Signature Page**

Finally, please ensure all researchers have signed the Signature Page, which you should download, fill out completely, and upload here.

**Signature Page**: [https://mailroanoke.sharepoint.com/:b:/s/RC-InstitutionalReviewBoard/EXqIzOsaJZBLlq55CN5r0-8BW1gOUFRzA1mhMJiFrMs2aw](https://mailroanoke.sharepoint.com/%3Ab%3A/s/RC-InstitutionalReviewBoard/EXqIzOsaJZBLlq55CN5r0-8BW1gOUFRzA1mhMJiFrMs2aw)

**Every researcher (including the faculty member/advisor) is required to review the complete application prior to signing this form.**