

New IRB Application

This form will serve as the application for IRB approval for a new project that hasn't yet been reviewed.

If you'd like to **amend** an existing protocol that's already been approved, please use this form:

<https://forms.office.com/r/n4jzmX5EY>

If you'd like to **renew** an existing protocol that's already been approved, please use this

form: <https://forms.office.com/r/RpiEUGOUjv>

* Required

* This form will record your name, please fill your name.

The Roanoke College Institutional Review Board (IRB) must review and approve all research involving human subjects before data collection begins. Each of the items in the form that follows must be completed, which will serve as your application. Your responses will automatically be sent to the IRB for review, and their review will not begin until all required elements have been submitted.

Please allow at least 10 business days for the IRB to respond to your application. **You may not begin advertising, recruiting, or collecting any data until you have received an official Certificate of Action (CoA) from irb@roanoke.edu.** You should refer to the study number in your CoA for all future correspondence about your project, including general queries, amendments, and renewals.

Please direct any questions to irb@roanoke.edu.

Thank you!

Demographics

In this section, please submit basic project information before proceeding.

Project Title *

Is this project being funded by an external funding agency? *

☐ Yes

☐ No

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

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

☐ 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

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

Project Lead First Name *

Note: Student co-investigators can be listed towards the end of this form

Project Lead Last Name *

Project Lead CITI Training Certificate *

Being involved in a human subjects' research project requires training in the rules and procedures governing ethical treatment and use of human research participants. Each individual listed on this form must provide documentation of competence in this area by completing the "Social & Behavioral Research Investigators" online course through the CITI training website: <https://www.citiprogram.org/index.cfm?pageID=154&icat=0&ac=0®ion=1&message=0>.

If you don't already have an account, please register for a free account, add your affiliation as Roanoke College, complete all required modules within the Social & Behavioral Research Investigators course, save your certificate, and upload it.

IRB review will not begin until all researchers' training certificates have been attached. 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.

 Upload file

File number limit: 10 Single file size limit: 1GB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Faculty Member/Advisor First Name *

Faculty Member/Advisor Last Name *

Faculty Member/Advisor RC Email Address *

Faculty Member/Advisor CITI Training Certificate *

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Project Start Date *

Note: The start date **cannot** be backdated

Project End Date *

Notes: The end date should extend at least 3 weeks beyond the date of your submission, to ensure ample time for IRB review.

In addition, data analysis is still considered part of the research process. Therefore, your end date should cover the duration of data analysis in addition to data collection. If anything changes and you need more time, you can always submit a renewal (<https://forms.office.com/r/RpiEUGOUjv>) to grant yourself more time.

Multi-Institutional

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

Is this project multi-institutional? *

☐ Yes

☐ No

Is Roanoke College the primary site? *

☐ Yes

☐ No

Please upload the primary institution's full IRB application and their letter of approval *

 Upload file

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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.

Procedures *

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

Surveys and Questionnaires

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

☐ Yes

☐ No

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.

Please also keep in mind that 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.

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

☐ No

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

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

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

☐ students

☐ staff

☐ faculty

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

☐ No

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

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

This could include:

- reaching out to specific individuals on your own (e.g., emailing coaches to recruit student-athletes, emailing all of the students in your class, pushing an announcement via ClubHub. etc.)
- posting your study online (e.g., on SONA) to recruit participants and asking them to fill out surveys before/during/after they participate
- community members unaffiliated with the college that you'd like to recruit (e.g., public schools)

☐ Yes

☐ No

Please provide the link to your Qualtrics survey below. *

Note: Please ensure that the link is published and can be accessed.

Please upload a copy of all survey questions here. *

Your file(s) must include all survey questions in a format that is legible and comprehensive.

 Upload file

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Interviews and Focus Groups

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

☐ Yes

☐ No

Please upload a copy of all focus group and/or interview questions here. *

Your file(s) must include all focus group/interview questions in a format that is legible and comprehensive.

 Upload file

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Other Materials

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

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

☐ Yes

☐ No

Please upload a copy of any additional materials here. *

Your file(s) must include all materials participants will interact with in a format that is legible and comprehensive.

You may wish to consolidate all materials into a single document to upload. For example, if you have a large number of visual stimuli, it could be helpful to add them all to a PowerPoint and upload that single file (or a PDF version of it) here.

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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

☐ No

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

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.

Describe the process by which subjects will be recruited. *

You should also include the total number of subjects you anticipate recruiting to participate.

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

☐ Yes

☐ No

Please provide a copy of your recruitment materials here. *

Your file(s) must include all recruitment materials in a format that is legible and comprehensive.

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

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

☐ No

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

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

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 persons
- ☐ persons with physical disabilities
- ☐ N/A
- ☐ Other

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

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

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

What, if any, benefit is to be gained by the subject? *

Note: Please do not indicate here if participants will be compensated in some way. The topic of compensation will be addressed later in this form.

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.

Will participants receive compensation in some form? *

Compensation may be in the form of:

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

☐ Yes

☐ No

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

Confidentiality and Results

Describe how you will preserve participants' confidentiality. *

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?

How will results be reported? *

- ☐ in aggregate terms
- ☐ as individual responses
- ☐ some of both

Will subjects be identified in reports? *

- ☐ Yes
- ☐ No

Please explain why subjects must be identified in reports. *

Will you record audio and/or video of participants? *

- ☐ Yes
- ☐ No

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

How will results be presented? *

Please select all that apply.

- ☐ in class
- ☐ on campus
- ☐ at a conference off campus
- ☐ at a public venue
- ☐ Other

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>

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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

☐ No

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. *

Please upload the CITI training certificates for all additional co-investigators listed above form. *

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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/EXqIzOsaJZBLq55CN5r0-8BW1gOUFRzA1mhMjiFrMs2aw

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

Please upload the completed signature page here. *

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