**FOR IRB USE ONLY**

 Date received: \_\_\_\_\_\_\_\_\_\_

 Approved Date: \_\_\_\_\_

 Conditional Date: \_\_\_\_\_

 Approval

 Denied Date: \_\_\_\_\_\_\_\_\_\_

Date of Approval Expiration: \_\_\_\_\_\_\_\_\_\_\_\_\_

**RAMAPO COLLEGE OF NEW JERSEY**

**INSTITUTIONAL REVIEW BOARD (IRB)**

**APPLICATION FOR REVIEW OF RESEARCH WITH HUMAN PARTICIPANTS**

**Before completing this application please make sure your research requires IRB review.**

**You are applying for: Exempt Status Expedited Review Full Review**

*Note: Before a review will begin you must include all research materials (surveys, letters, consent forms, etc.) with the application.*

**1. Project Title:**

**2. Date research will begin: Expected Completion date:**

**3. Principal Investigator’s Name and Title:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: Program/Convening Group:

On Campus Phone: E-mail:

For Student and Non-RCNJ PI’s:

Off Campus Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Off Campus Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_ \_\_\_\_\_\_

**4. Co- Principal Investigator’s Name (if any):**

School: Program/Convening Group:

On Campus Phone: On Campus Fax:

For Student and Non-RCNJ Co-PI’s:

Off Campus Address:

Off Campus Phone: Off Campus Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Principal Investigator Status: (Check one.)**

□ Faculty □ Masters student □ Undergraduate student

□ RCNJ Staff □ Other (Please explain.)

**6. For student PI’s *only*, please provide the following information:**

Faculty Sponsor: Program:

Sponsor’s phone: Sponsor’s E-mail:

**7. List the names of all those who will be collecting data, interacting with subjects and analyzing data and whether they have completed online ethics training.**

**8. Human Participant Protections and Ethics Education for all investigators named or involved in the project: Yes**

Each investigator must keep a copy of the certificate demonstrating that they completed the online tutorial.

**9. For Master’s students only:**

(a) Is this research project your Master’s thesis or project? □ YES □ NO

**10. Has this study been previously approved by the RCNJ Institutional Review Board?**

(a) □ YES □ NO (b) If YES, what is the IRB approval number?

**11. Is funding being sought for this study? (Also includes funding from any of RCNJ’s internal award programs.)**

(a) □ YES □ NO

 (b) If YES, through what agency? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12. Has funding been obtained for this study?**

(a) □ YES □ NO

 (b) If YES, through what agency or award program?

**DESCRIPTION OF METHODS AND PROCEDURES**

**13. At what site(s) will you carry out the research** (for example, the Ramapo campus, the Rutgers campus, local schools, mall, prison or hospital). **NOTE:** If you are conducting research on humans at a location outside of an RCNJ (prison, hospital, school etc.), you must indicate whether an appropriate official at the site (outside IRB, school principal, director of the organization etc.) has given approval. Research may not begin at a site until your protocol has been approved by an appropriate official at that site(s)

**14. Research Project Description**: In concise language understandable by a non-expert,describe the:

a. the purpose of the project

b. the nature of the data to be collected

c. describe background information if needed

d. method of selection/recruitment of subjects

e. in a step by step process describe what the subject will be asked to do

**15.** **Describe subjects:** approximate number, age range, and sex

**16. Does your research involve any of the following? (Check all that apply!) If none apply, please write none.**

\_ Persons under 18 years of age.

 Non-English speaking persons

\_\_\_\_\_ Deception

 Pregnant women, Human Fetuses, and Neonates

\_\_\_\_\_ Institutionalized persons (for example, persons in prisons, hospitals, hospices, and shelters)

 Cognitively disabled or impaired persons

 Veterans

 Elderly/Aged persons

 Terminally Ill Patients

 Other (please explain)

**17. What is the population from which you will select your subjects?** (for example, from Ramapo College students, pedestrians at a bus terminal, members of a professional football team, etc.)

**18. Will this study screen (select or exclude) participants based on their age, gender, ethnicity, and/or race?**

Yes No

If yes, please explain your reason(s) for your focus and why it is necessary to select or exclude certain participants. Also, how will you decide who will participate?

**19. If deception is used please explain why it is necessary and how any risks will be minimized** (include also how deception will be handled during debriefing and any resources that may be offered).

**20. Describe in detail reasonably foreseeable psychological, social, legal or physical risk or discomforts that may occur as a result of participating in the project.**

**21. What are the benefits to the subject or to others which may reasonably be expected from the research?**

**22. Will the study compensate participants?**

 Yes No

If YES, what is the nature (money, gift certificate, prize etc.), and value or amount of the compensation each participant will receive.

**23. Informed consent:** Include a completed Ramapo College Informed Consent Form. Make sure it is written at around the sixth-grade level. What process will you use to gain consent?

**24. How will the confidentiality of participants be maximized?**

**25. How will records identifying the subject be maintained and confidentiality preserved?**

**26. Will the study audiotape, videotape, and/or photograph participants?**

If YES, explain why it necessary to audiotape, videotape, and/or photograph participants.

**To the best of my knowledge the information provided is accurate and true and adheres to the applicable Federal policies. It is the responsibility of the applicant to determine and understand which Federal policies are applicable.**

**Sign and date here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**