**Ethics REVIEW**

**Form for Course-Related Research**

**\*\*for Instructor Review only for course related research exempt from irb approval\*\***

**Before completing this form please make sure your research does not require IRB approval. See: RCNJ IRB Website and related policies. If in question, please discuss this with your instructor:**

*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 Student Investigator’s Name:**

On Campus Phone: E-mail:

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

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

**4. Other students collaborating in the study (if any):**

Name: On Campus Phone:

Name: \_\_\_\_\_ On Campus Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: On Campus Phone:

Name: On Campus Phone:

**5. Please provide the following information:**

Faculty sponsor: Program:

Sponsor’s phone: Sponsor’s email:

**6. Human Participant Protections and Ethics Education for all investigators named or involved in the project:**
Each investigator should submit a copy of a certificate demonstrating that they completed the online tutorial.

**Description of METHODS AND PROCEDURES**

**7. 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. Signed copies of approval letters must be included in this application. Research may not begin at a site until your protocol has been approved by an appropriate official at that site(s).

**8. 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

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

**10. Does your research involve any of the following? (Check all that apply!)**

 Persons under 18 years of age.

 Non-English speaking persons

\_\_\_\_\_ Deception or Incomplete Disclosure

 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)

**11. 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)

**12. 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?

**13. 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 counseling services that may be offered).

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

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

**16. 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.

**17. 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?

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

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

**20. What instruments will you use to collect data?** Please provide a copy of all instruments.

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

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

**Please sign below to indicate that all information you have provided in this form is accurate and true and to adhere to federal policies**

**Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructor Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_**