

Institutional Review Board (IRB) Application

Please use this document to preview the questions that will be asked via the [online form](#). Please submit your application electronically. If you have any questions feel free to contact the IRB committee at irb@elms.edu.

Please read and follow these instructions (**under revision**) carefully prior to submitting your application.

Required fields have a red asterisk (*).

I. Personal Information *(Tell us about the Principal Investigator).*

- Full Name*: *First: Middle: Last*
- Name of co-investigators (if any)
- CITI or NIH Certificate Number*
- Date CITI or NIH Certificate received*: *Month: Day: Year:*
- Mailing Address*:
 - *Street Address*
 - *Street Address Line 2*
 - *City: State / Province*
 - *Postal Zip Code: Country:*
- Elms Email* *(where the confirmation will be sent to):*
- Phone Number
- Affiliation*: *Faculty: Staff: Student: Other*
 - If faculty, please specify department:
 - If staff, please specify position:
 - If student, please specify major: and faculty/staff project advisor: If other, please specify affiliation
- Submit a letter of Support from the faculty advisor for the project *
 - Each student project proposal must be read and endorsed by the student's project advisor.

II. Project Information:

- Short title of project* *(use no more than ten words)*
- If approved by the IRB committee the project will start on: *(Month, Day, Year) **
- If project proceeds as planned, the project will end on: *(Month, Day, Year)*
- State the purpose of the project.
- State the hypothesis/research question or clinical question.
- State the goals/objectives of the proposed project.
- What is the project's intended outcome/contribution?
- Concisely describe project methodology.
- Who are the subjects? How many will be involved in the project?
- How will you recruit or select the subjects, or how will you gain access to them? *Be specific here and indicate whether the subjects will be recruited from your place of employment and, if so, how this project relates to your job role; and any other information pertinent to your relationship with the subjects (e.g., how will you ensure against the possibility of coercion?).*
- Are you advertising/posting notice for subjects/volunteers?
 - Yes *(If yes, submit a copy of the advertisement on the IRB Proposal Submission Site)*
 - No

- For how long a time will each subject be involved in the project? If you are using your subjects on more than one occasion, indicate the number of such occasions and their duration.
- Are you paying your subjects?
 - o Yes (*If yes, indicate how much and describe how you will pro-rate the payments to subjects who withdraw before the project ends.*)
 - o No
- Identify possible risks to the participant as a result of this project. Consider possible psychological harm, loss of confidentiality, financial, social, or legal damages as well as physical risks. What is the seriousness of the risks and what is the likelihood that they may occur?
- Describe in detail the safeguards that will be implemented to minimize risks. What follow-up procedures are in place if harm occurs?

III. Confidentiality

- Describe in detail the procedures that will be used to maintain anonymity or confidentiality during collection and entry of data.
- Who will have access to data?
- How and where will the data be stored?
- When will data, including audiotapes and videotapes, be destroyed? If data are to be retained, explain why.
- Will identifiers or links to identification be destroyed?
 - o Yes {*If yes, when will identifiers or links be destroyed? (Month, Day, Year)*}
 - o No
- Signed consent documents (if used) MUST be retained for 3 years following the end of the study. Where and how will they be maintained?

IV. Documentation: To be submitted with the IRB application

Please submit copies of all documents to be used in your project including: recruitment statement, informed consent, debriefing form, surveys, questionnaires or any content or materials that the participants will view/complete in the study. **Student applications must include a letter of endorsement from a faculty project advisor.**

- Recruitment Form:
- Informed Consent Form:
- Debriefing Form:
- Survey/Questionnaire:
- Additional documents/materials to be used during the project:

V. Applicant's E-Signature:

At the time of electronic submission, you will need to provide an e-signature. By signing (typing your legal name), you are certifying that all information is correct and that you are the person completing this application. Once you've submitted your completed application with supporting documents to the IRB Submission Site, you will receive an email confirmation that your application was received. Please print a copy of the completed application for your records.