HUMAN RESEARCH REVIEW BOARD
ELMIRA COLLEGE

APPLICATION FOR EXPEDITED OR FULL REVIEW OF RESEARCH INVOLVING THE USE OF HUMAN SUBJECTS

This application must be filed for expedited or full board review applications.

Please check one of the following:

☐ I believe that the research activities proposed in this application present no more than minimal risk to participants and may be eligible for **expedited HRRB approval**. I understand that determination of expedited review is made by the Chair of the HRRB and that research not deemed eligible for expedited review will automatically be evaluated in a full board research review.

☐ I believe that the research activities proposed in this application will not be eligible for expedited HRRB approval and I request that this research proposal be evaluated in a **full board research review**.

TITLE OF RESEARCH:

_____

SUBMITTED BY:

Name _____ e-mail _____

Dept _____ phone _____

Sponsoring Faculty member (for student proposals):

Name _____ e-mail _____

Dept _____ phone _____

BRIEF ABSTRACT (Describe your study in less than 150 words):

Is the research currently being funded, in whole or in part, with federal dollars? ☐ yes ☐ no

Has this proposal previously been reviewed by the HRRB?

☐ yes (If "yes", please give the date of the review _____) ☐ no

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PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

To avoid delays, all questions must be answered. Incomplete forms will be returned to the investigator for additional information before they will be given a recommendation. Please insert all relevant information directly into the appropriate sections below. You may attach additional relevant documents as appendices at the end of this document. In addition, you may erase the italicized directions in each section below. These instructions are meant to provide a guide that will allow you to supply the information needed by the HRRB to make an informed decision about the review of your research proposal.

1. Summary of proposal

a. Rationale - *The rationale section is meant to provide the HRRB with enough information regarding the importance of this research to weigh the benefit of the research against any possible risks to participants. Your rational should describe the aim of your study, your research question and hypothesis and an explanation of the importance of your research in the context of your field and other relevant research. You should also indicate how your research would add to knowledge in your field or about this topic. You may include a brief literature review to help you to provide an appropriate context for your research. A reference list should be appended for specific citations mentioned in the literature review. If your research involves sensitive topics or special populations you should include a summary of any previous research experience or relevant training you have had.*

b. Methods - *Please include specific information about exactly what your participants will be asked to do. You should include information regarding the exact procedure that will be used, including a description of all tasks participants will be required to perform and all materials (visual, auditory, etc.) that participants will be exposed to. Make sure that you describe your methodology in language that someone outside of your discipline can understand and that you explain any technical terms. The HRRB reviewers will use this information to determine possible risks to the participants as well as assess the quality of the proposed study.*

2. Characteristics of subjects

a. Sex M _____ F _____ Both _____

b. Potential Age Range_____ **Any** subjects under age 18? Yes___No____

c. Are subjects either (a) mentally incompetent, or (b) legally restricted (i.e. institutionalized)? If yes, please explain the necessity for using this particular group.

Yes _____ No _____

d. *Please describe, in detail, how your participants will be identified and recruited (explain the specific procedures to be used – do NOT merely state "volunteers"). Please indicate any restrictions that will be placed on recruitment (e.g. native English speakers, right hand only, etc.). Also, please note any compensation that participants will be offered (e.g. monetary, extra credit).*

3. Consent *–Human participant research that does not fall into the exempt category should obtain informed consent from the participant. All participants under the age of 18 should have consent forms signed by a parent or legal guardian.*

a. Oral Consent will be given _____ Written Consent will be given _____

If a written informed consent form is appropriate or an oral statement of consent will be read to participants, please note that here and attach as an appendix

b. An ASSENT statement should be obtained for participants who cannot legally give consent themselves (e.g. those under 18). If appropriate, please attach.

Assent statement YES_____ NO_____

4. Confidentiality - *Participant data should be protected with regards to confidentiality. Whenever possible you should use numbers rather than names to keep track of participants so that individuals can remain anonymous. Please indicate how you will protect participant confidentiality by addressing the below concerns.*

a. *Indicate what precautions will be taken to ensure the privacy of the participants.*

b. *Indicate what precautions will be taken to ensure the confidentiality of the participant's data, both what remains in the investigator's possession and that which is contained in reports and publications.*

c. Will audio, video or film recording of subjects be used? Yes_____ No_____
(If yes, specific permission should be sought in the consent letter).

d. *What will happen to the data records when the research is completed?*

5. Risks and Benefits to Participants – *To grant final approval, the HRRB will consider whether the benefits of the research outweigh the costs and potential risks to the participants. To do this, please inform the HRRB of possible benefits of your research as well as the anticipated risk to the participants and procedures that will be used to minimize those risks.*

a. Benefits - *Please describe, in detail, the benefits of the research to the participants in the study and to society at large. If the subject will not benefit directly from the research, this should be so stated.*

b. Risks - *Risk to participants used in research may be minimal but is never totally absent. Given this, describe in detail any possible physical, psychological, social, political, legal, economic, or other risks to the subjects, either immediate or long range. For each risk, please describe what procedures will be used to minimize the potential cost to the participant. If subjects need to be debriefed at the end of the study, a copy of the debriefing statement should be attached.*

c. *If it has not already been made clear, explain how the benefits outweigh the risks involved.*

6. Debriefing *–Following their participation in your study, participants should be debriefed regarding the purpose of the study and the procedures used, especially if the study involved the use of deception. Please indicate how and when you plan to debrief participants after your research has been completed. It is ideal to debrief subjects either orally or with a written statement immediately after their participation, however if a study runs over several days or weeks, and you feel that immediate debriefing may compromise the results of your study please describe the strategy you will use for delayed debriefing.*

7. Signature and Date

Your insertion of your name and date below counts as a signature asserting the truth of the entire application:

Name

Date

8. References

Appendix I. Informed Consent

Appendix II. Data Collection Instruments

Appendix III. Other Documents Utilized within Human Subjects (if applicable)