INSTITUTIONAL REVIEW BOARD APPLICATION

Southeastern Oklahoma State University
Submit application to the Chair of the Institutional Review Board (IRB).

1. Principal Investigator's Name:_____

   Department & Campus Address:_____

   Campus Phone No.:_____ Home No.:_____

2. If you are a student, provide the following:

   Home Address of Student:_____

   Name of Faculty Sponsor:_____

   Is this your thesis or dissertation research? Yes___ No____

3.TitleProject:_____

_____

4. Total Project Period: From:_____ To:_____

5. Is a proposal for external support being submitter? Yes_____ No_____

   If "Yes," you must submitted one complete copy of that proposal as soon as it is available and complete the following:

   a) Is notification of Hum. Subj. Approval Required? Yes___ No_____

   b) Is this a renewal application? Yes____ No____

   c) Funding agency's name:_____

6. In making this application, I certify that I have read and understand the guidelines and procedures developed by SOSU for the protection of Human subjects, and I fully intend to comply with the letter and spirit of the SOSU policy. I further acknowledge my responsibility to report any significant changes in the protocol, and to obtain written approval for these changes, in accordance with the procedures, prior to making these changes. I understand that I cannot initiate any contact with human subjects before I have received approval and/ or complied with all contingencies made in connection with that approval .

Signature of Principal Investigator Date

_____ _____

7. Approval by Faculty Sponsor (required for all students): I affirm the accuracy of the application, and I accept the responsibility for the conduct of this research and supervision of human subject as required by law.

Signature of Faculty Sponsor Date

_____ _____

Be sure to answer all questions on back, numbers 8-14

8. I have included copies of all pertinent attachments including, but not limited to: questionnaire/survey instrument, informed consent, letters of approval from cooperating institutions, copy of external supplemental proposal if applicable, etc.

Yes_____ No_____ (If no, explain on an attached sheet)

For the following items, attach your answers, appropriately numbered on a separate sheet of paper.

9. Identify the sources of the potential subjects, derived materials or data. Describe the characterization of the subject population, such as their anticipated number, age, sex, ethnic background, and state of health. Identify the criteria for inclusion or exclusion. Explain the rationale for the use of specific classes of subject, such as fetuses, pregnant women, children, institutionalized mentally disabled prisoners, or others, especially those whose ability to give voluntary informed consent may be in question.

10. Provide a description of the procedures to be used in the study including major hypotheses and description of the research design.

11. Describe the recruitment and consent procedures to be followed, including the circumstances under which consent will be solicited and obtained, who will seek it, the nature of information to be provided to prospective subjects, and the methods of documenting consent. (Include applicable consent form for review purposes). <u>If written consent is not to be obtained</u>, specifically point this out and explain why not.

{Note: Informed consent must normally be obtained in a written form which requires the subject's signature or that of the subject's legally authorized representative. A wavier of this requirement may be granted by the IRB if adequate justification for the requirement is provided by the investigator in # 11. However, <u>if the procedures pose no more than minimal risk</u> to the subjects, informed consent may be documented via a written cover letter which does not require the subject's signature. <u>In these cases</u>, **<u>a copy of the written informed consent must be given to the subject</u>.** Consult the document "Bylaws of the Institutional Review Board" for more information on informed consent requirements and specific examples of possible informed consent document.}

12. Include a discussion of confidentiality safeguards, where relevant.

13. Describe the anticipated benefits to subjects, and the importance of the knowledge that may reasonably be expected to result.

14. Describe the risks involved with these procedures {physical, psychological, and/or social} and precautions you have taken to minimize these risks. Do the benefits described above outweigh the described risks?