

INSTITUTIONAL REVIEW BOARD APPLICATION
Southeastern Oklahoma State University

Submit completed application to the Chair of the Institutional Review Board (IRB).

1. Principal Investigator

Name: _____

Department & Campus Address: _____

Campus Phone Number: _____

Home Phone Number: _____

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. Title Project: _____

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

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

If "Yes," you must submit 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 Southeastern Oklahoma State University for the protection of Human subjects, and I fully intend to comply with the letter and spirit of the 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 subjects as required by law.

Signature of Faculty Sponsor _____

Date _____

Be sure to answer all questions (# 8 - #14 below) on back, or separate sheet:

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). If written consent is not to be obtained, 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 waiver of this requirement may be granted by the IRB if adequate justification for the waiver is provided by the investigator in #11. However, if the procedures pose no more than minimal risk to the subjects, and IRB approves, informed consent may be documented via a written cover letter which does not require the subject's signature. In these cases, a copy of the written informed consent must be given to the subject. Consult the document "Bylaws of the Institutional Review Board" for more information on informed consent requirements and an example of a 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?