Information to include with a new proposal

Please provide the requested information in a WORD file. Name the file with the last name of the primary investigator, like this: Smith NEW proposal details.

Number the items of information as we have numbered them here. Please minimize the use of technical jargon; the IRB members may not be specialists in your academic discipline.

1. Provide an overview of the project, including:

a.

- 5. Identify risks to participants
 - a. Describe any foreseeable risks (physical, emotional and social) to the participants. Include any methods or devices that will be used to limit participant risk. Describe any distress that might be caused by the research. If distress is a possible outcome, describe the planned procedures for debriefing the participants after the research is conducted.
 - b. If you believe your research qualifies for a waiver of written informed consent, explain how the use of written consent would impede the research or needlessly je oral consent has been secured. Researchers proposing to use oral consent must provide a copy of the consent document that will be read to participants. The consent document should include the statement that completion of the research
 - D
 consent will be obtained. Describe additional steps that will be taken to ensure

their privacy and ensure confidentiality. If participants include minors or other populations who may not be able to give consent for themselves, describe how parents/guardians will be informed of the study and give their consent. If the research is part of an in-school or institutional study, state explicitly what teachers, officials, or administration will be told about the study, and how will their permission be obtained.

Per CITI guidelines, consent forms should be written at an 8th grade level and include all of the elements listed in the Informed Consent Checklist (link on the IRB website).

d. If you will be using a third party software system (e.g., Qualtrics, NVivo, Quickbase, Survey Monkey), please include the following statement (or similar) in your consent form. This will save you and the IRB a lot of trouble later if you have technical problems accessing your data.

Data will be stored in password-protected files that are accessible only to the researchers. In the unlikely event that the researchers encounter a technical problem with the files, the researchers may give software technical support staff temporary access to the files. In such cases, the technical support staff will access the files for the express purpose of resolving issues. Once the issues are resolved, the researchers will revoke the technical supp

- 6. Identify benefits to participants or others. (If no direct benefits to participants, you can refer back to 1a.)
- 7. Attach complete copies of all:
 - a. solicitations/promotional materials
 - b. consent forms
 - c. interview or questionnaire instruments