



Institutional Review Board Proposal Submission Form

For internal use only:	
Date: _____	Time: _____
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Name: _____ **Date:** _____

E-mail: _____ **Home Address:** _____

University/Organization Affiliation: _____

College/Division: _____ **Department:** _____

Thesis/Dissertation Chair:
(If this is a student candidate's proposal)

Start Date: _____ **End Date:** _____

Sponsor's Name: _____

Project title(s): (If this protocol applies to several sponsored projects, provide all different titles)

1. _____
2. _____
3. _____

After completing the above section, please respond to questions 1 through 15 on this form. If the proposed research is EXEMPT from IRB review, please indicate the appropriate category number (1-6) from the Exemption Reasons attached.

EXEMPT Exemption Reason: _____

Please allow 2-4 weeks for the IRB review process to be completed prior to the submission of the proposal to the sponsor; or if it is not a sponsored project, before the start date of the research.

1. Please provide a precise description of how human subjects will be involved in the research, including a clear description of all activities and responsibilities of the subjects.

2. What is the pool of subjects? Will there be any minors (under the age of eighteen)?

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3. How many subjects will be recruited?

4. Describe the risk of the subjects? Could the research be done without using humans?

5. How will the subjects be informed that they do not have to participate in the study, and may withdraw at any time with no penalty?

6. In what way has the confidentiality and privacy of the subjects' responses been ensured?

7. Is there deception to the human subjects? If yes, what debriefing procedures have been arranged?

8. If the procedures are physically invasive or potentially harmful, describe arrangements made for medical referral.

9. If the procedures could be emotionally upsetting, describe arrangements made for psychological counseling.

10. What provisions have been made for cultural and language problems, if they arise?

11. Has consent been obtained from the authorities where the research is to be conducted?

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12. Include a copy of the written informed consent form with the proposal. If it is not possible to obtain a written consent form, describe how an understandable explanation will be given to the subjects.

13. Attach a copy of a positive parental consent if the subjects are minors.

14. If a surveyor questionnaire is used, please include copies and describe the exact nature of the questions to be asked.

15. If a student candidate is to conduct the research, submit a statement from the faculty advisor, indicating:
 - The faculty member's approval of the project
 - The faculty member's willingness to supervise the research
 - An indication that the student candidate is competent to conduct the research

Submit 3 hard copies each of the Proposal Submission Form, the questionnaire (instrument) or survey (if used), consent forms and statement of support from the faculty advisor (when it's a student candidate's proposal) to:

Dr. Anika Bissahoyo
Assistant Vice President for Research
Charlotte Robinson Hall, Room 110
301-860-4399 (Office)
301-860-4390 (Fax)
abissahoyo@bowiestate.edu

Exemption Reasons

1. Research that does not involve direct contact with human subjects such as interviews, surveys, etc.

2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement) survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at the risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

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3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, or observation of public behavior that is not exempt under paragraph (2) if (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) the research is conducted for the Department of Justice under the Federal statute 42 U.S.C. 3789g, or for the National Center for Education Statistics under Federal statute 20 U.S.C. 1221 e-1, which provide certain legal protections and requirements for confidentiality.
4. Research involving the collection of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified directly or through identifiers linked to the subjects.
5. Research and demonstration projects which are conducted by or subject to the approval of department or agency heads and which are designed to study, evaluate or otherwise examine (i) public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.
6. Taste and food quality evaluation and consumer acceptance studies, if wholes wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural, chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

NOTE: If the application is to be reviewed by the Institutional Review Board as exempt, one copy is sufficient. Complete the Proposal Submission Form and include the consent form.