**Institutional Review Board Proposal Submission Form**

This form should be completed by any principal researcher who is proposing to conduct a study of human subjects as affiliated with Anna Maria College. Please complete all aspects of the Proposal Submission form. Submit this form along with all additional documents including Consent Forms, Research with Human Participation Training Certification **(**ACRP or CITI Certificates must be submitted for all researchers who wish to participate in this project with human subjects), and any other supporting information as one file. All forms must be submitted via the following link: **https://annamaria.edu/academics/undergraduate-studies/academic-agreements/institutional-review-board/**

Please allow 30 days for the review of your proposal. A letter providing the results of the review will be sent at that time.

Note: Students conducting research should do so in consultation with their faculty sponsor. Both the student and faculty sponsor must sign the submission form. If this proposal has not yet been approved by the research committee of your program or school (as determined by the college department), please do not submit it for IRB review. It will not be reviewed until this requirement has been met.

**Part A: Researcher and Basic Project Information**

Project title:

Principal researcher:

Anna Maria College Email:

School or program:

The principal researcher is (check one):

[ ]  Anna Maria College Faculty Member

[ ]  Anna Maria College Staff Member

[ ]  Anna Maria College Student

[ ]  Other (please explain):

Name(s) and email address(es) of other researchers, as applicable:

**If the principal research is an Anna Maria College student, or a person unaffiliated with Anna Maria College**, provide the following information regarding the faculty or Anna Maria College sponsor:

Name:

Campus Address:

Campus Telephone:

Anna Maria College Email:

**Part B: Type of Review Requested**

Depending on the level of risk associated with the research, a proposal may be classified as exempt from review, eligible for expedited review, or requiring a full review. Definitions for the types of review are in accordance with federal regulations [45 CFR 46.110] and can be found in the Anna Maria College IRB Manual of Policies and Procedures for Conducting Research with Human Subjects.

[ ]  Exempt: Briefly Explain:

[ ]  Expedited: Briefly Explain:

[ ]  Full Review: Briefly Explain:

**Part C: Acknowledgements and Signatures**

[ ]  The human participants or data involved in this research are governed **by other institutions**, such as a government agency, a private organization (either for profit or non- profit), a school, or another external entity.

*Written approval that permits your use of the participants or data is required by the appropriate authority of that institution.* Please note that you may have to request approval from the IRB at that entity, and they may request a written notice of the college’s IRB approval. In this circumstance, a formal letter stating that research may be conducted pending IRB approval from Anna Maria College and the entity will suffice to submit your proposal for IRB approval. Once the entity has provided an official decision of their board, the principal researcher must submit a copy of the decision to the Anna Maria College IRB.

**The information in parts D and E below should also be included as a part of the Informed Consent Form or Information Sheet.**

**Part D: Details of the Proposed Research**

Contextual Background: *Provide a brief introduction to the research topic.*

Research Design: *Provide a brief explanation of the research design to be used including why this design was chosen.*

Sample: *Provide an in-depth explanation of the sample for the research proposed. This section should include recruitment and marketing techniques, desired number of participants, and time commitment expectations for participants.*

Data Collection: *Provide a detailed explanation regarding the procedures and tools to be used for collecting the desired data from the participants. Include the time frame and how you are collecting the data. Include whether the instrument to be used was self-created.*

**Part E: Protection of Human Subjects**

Risk to Participants: *Provide an assessment of the physical, emotional and/or psychological risk in your study. Explain how you intend to keep participants from being harmed in these ways.*

Informed Consent: *Explain how you will obtain consent for participation from the people willing to participate. For persons under age 18, provide a brief explanation of how you will gain the child’s permission as well as the parent. Include a copy of the informed consent and, if required, assent form for child participants.*

Other: *Is there anything else you would like the IRB to know about your research proposal?*