

Institutional Ethics Review

Section 1:

Date: ____/____/____

Name of Applicant: _____

E-mail: _____

Your Academic Program/Department: _____

Faculty Adviser: _____

Please list all individuals involved in this project who will be working with Human subjects.

What is the title of the project?

When do you plan to begin data collection for this project?

____/____/____

Describe your research project (e.g., abstract of thesis):

Section 2:

Does the study involve human subjects? If yes, describe how you plan to recruit participants. Please submit all recruitment material, and emails attachments (**NOTE: If not, skip to section 3**)

Will your participants include individuals from vulnerable or protected populations (e.g., children, prisoners, or the cognitively impaired)?

☐Yes ☐No

If your participants will include individuals from the above populations, please describe any special precautions you will use to recruit participants and obtain their informed consent.

How many individuals do you expect to participate in your study?

Describe the procedures you will be using to conduct your research. Include description of the tasks your participants will be asked to do as well as the time commitment expected of each individual (Please attached supporting material, survey, interview questions etc.):

Describe any risks and/or benefits your research may have for the participants:

Describe how you plan to mitigate any risks the participants may encounter:

Does the research involve any risks or pose danger to the researcher?

Have you prepared the consent forms? ☐Yes ☐No

If you are collecting data via media capture, have you included this in the consent forms?

☐Yes ☐No

If your project will require using a verbal consent process (not written consent forms) please describe how will you proceed:

If you will be conducting interviews in a language other than English, will you conduct all of the interviews yourself, or will you have the assistance of a translator?

☐Myself ☐Translator ☐N/A

If your recruitment material or consent forms will be presented in languages other than English, please translate these documents and attach copies.

☐Myself ☐Translator ☐N/A

Section 3:

What procedures will you use to ensure that the information your participants provide will remain confidential and safeguarded against improper access or dissemination?

Is there any other information that you think would be relevant to the reviewers?

Signature of Student: _____ Date: _____

Signature of Academic Designation: _____ Date: _____

Signature of the Dean: _____. Date: _____