**Project Information Form**

**Date:**

**Project Title:**

**Researcher Name:**

**Researcher Affiliation:**

All sections of the form must be completed within the field provided (do not attach a separate form with your responses). Type as much as you need, each section will expand to accommodate your answers. You must use 12 pt font. Do not leave any sections blank. Answer all questions asked in each section. Incomplete and/or handwritten forms will be returned. Please delete all instructional text (blue font) prior to submitting your form to the IRB.

**Section 1 Background and Purpose of the Study**

* Provide a concise description of the research project.
* State the objectives, and rationale.
* Provide background information on the hypothesis and/or research question to be tested including references/citations, if applicable.

**Section 2 Subject Information and Recruitment Procedures.**

**Subjects**

* Identify the study population (age, gender, health, etc.).
* What are the inclusion and exclusion criteria?
* If vulnerable (such as minors, prisoners or cognitively or emotionally impaired) please describe extra protections of rights and welfare.

**Recruitment**

* How will subjects be recruited?
* Will a screening device be used to select from the wider subject pool?
* Will there be any deception (that is, not telling subjects exactly what is being tested)? If so, provide a justification and plans for debriefing.
* Describe your procedures for consent (include minors (assent) and adult and/or parental consent)?
* If advertisements (e.g. craigslist, Facebook, newspaper, etc.), a letter of invitation, or fliers will be used to recruit, attach copies.

**Section 3 Research Methodology and Study Procedures.**

**Procedure**

* Describe in a step by step fashion, what subjects will experience in the research. For example, what will happen first, next, and so on. This should include the researcher’s introductory remarks to participants, all testing, questions, observations, follow-up and debriefing of the study.
* Include the time duration of each part of the research.
* Will subjects be compensated for their participation? If so, describe. This may include cash or gift certificates or course credit. However, subjects cannot receive both course credit AND compensation.
* Specify the duration of each procedure.
* Identify any new procedures that you are investigating in the study and explain how they differ from standard procedures (medical, psychological, or educational).
* If deception is used, provide justification and plans for debriefing.

**Instruments**

* Attach the exact data collection instruments to be used in the study. If open-ended questions are asked, give examples of prompts to encourage responses.
* If translations are required, include those as well.
* If permission to use a copyrighted instrument is required, please include that as well.

**Section 4 Anticipated Risks and Minimization of Risks**

* List any potential risks to subjects and what steps have been or will be taken to minimize these risks.

**Section 5 Potential Benefits**

* Specify the benefits that this project will have to society and specify how the project will directly benefit the subject.
* If the project will not benefit subjects directly then please state so.
* Explain why the risks are reasonable in relation to the potential benefits to subjects and to society.
* Do not include compensation in this section, as it is not a benefit.

**Section 6 Confidentiality of Research Information/Data**

* Explain how confidentiality of subject information will be maintained.
* Specify whether data will be collected anonymously (i.e. no direct identifying information such as name, email, address, or birth date, and no codes linking back to identifiers will be created/accessed.)
* Specify where study records will be stored, how they will be secured, and who will have access. (Identifiable data and de-identified data cannot be stored in the same location)
* Types of data:
	+ Identifiable information
	+ List linking the identifiable information and de-identified information (i.e. list of pseudonyms and participant names)
	+ De-identified information
* If you intend to collect identifiable information specify when identifiable information will be destroyed, who will have access to identifiable information, where it will be stored and how it will be made secure.
* Specify the planned final disposition of all data after the study is complete (e.g. the data will be maintained for 3 years after the conclusion of the study and then destroyed, the data will be destroyed at the conclusion of the study, etc.)

**Section 7 Potential Outcomes of Study**

* Describe the projected outcomes of the project and how they relate to your hypothesis.
* Include the significance of your project to your discipline, department, school, university, community, etc.

**Section 8 Researcher Qualifications, Expertise and Contact Information**

* Summarize your qualifications to conduct this project (include prior research and training--resumés may be attached)
* Provide contact information for subjects in case they have questions