

**APPLICATION TO THE UNIVERSITY OF MISSOURI-ROLLA
CAMPUS INSTITUTIONAL REVIEW BOARD
FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH (UMRIRB-1)**

Review Requested: Exemption Expedited Full Board

1a. Primary Investigator:

Daytime Phone Number:

Mailing Address:

City/State/Zip:

E-Mail Address:

Department:

1b. Additional Applicant(s):

1c. Advisor:

Daytime Phone Number:

Advisor's E-Mail Address:

Department:

Campus Mailing Address:

2. Project Period: From

to

3. Funding Source(s):

4. Site of Work:

5a. Title of Project:

5b. Brief description of its general purpose:

6. Give details of the procedures that relate to the subjects' participation, including at a minimum the following information (append additional page(s) if necessary):

a) How will the subjects be selected and recruited? (Append copy of letter, ad, or transcript of verbal announcement.)

b) What inducement is offered?

c) Number and salient characteristics of subject, i.e., age range, sex, institutional affiliation, other pertinent characterizations.

d) If a cooperating institution (school, hospital, prison, etc.) is involved, has written permission been obtained? (Append letters).

e) Number of times observations will be made?

f) What do the subjects do, or what is done to them, in the study? (Append copy of questionnaires or test instruments, description of procedure to be conducted on the subject.)

g) Is it clear to the subject that their participation is voluntary, that they may withdraw at any time, and that that they may refuse to answer any specific question that may be asked them?

h) Number of subjects to be used in the project:

i) Please indicate below if any of your proposed subjects might fit into the following categories:

Minors?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Age	<input type="checkbox"/>	Incompetent Persons?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Pregnant Women?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			Students?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Women of Child-Bearing Age?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			Low-Income Persons?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Institutionalized Persons?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			Minorities?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

j) Cite your experience with this type of research.

7.

reason that oral, rather than written, consent is being used. Also, explain how you will ascertain that the subjects understand what they are agreeing to.

8. In your view, what benefits may result from the study that would justify asking the subjects to participate?

9a. Do you see any chance that subjects might be harmed in any way? Do you deceive them in any way? Are there any physical risks? Psychological? (Might a subject feel demeaned or embarrassed or worried or upset? Social? (Possible loss of status, privacy, reputation?)

9b. How do you ensure confidentiality of information collected? (Consider 9a and 9b from the point of view of the subject.)

Applicant's Name (Please Print)

Faculty Advisor's Name (Please Print)

Date

Applicant's Signature

Faculty Advisor's Signature

Date

**INSTRUCTIONS FOR COMPLETION OF THE
"APPLICATION TO THE UMR CAMPUS IRB" (UMRIRB-1)**

The form "Application to the University of Missouri – Rolla Campus Institutional Review Board for the Protection of Human Subjects in Research" (UMRIRB-1) was designed to be self-explanatory. Occasionally there are questions; therefore, the following is offered as a guide to assist you in completing the application thoroughly.

Some institutions use a color-coded series of application forms, i.e., yellow for survey research, red for biomedical, green for educational, etc. Each form asks questions specific to a given type of research. The UMR Campus IRB application was designed as "one form fits all", with the applicant answering all pertinent questions, appending attachments as appropriate. If any question does not apply to your research project, mark it N/A (not applicable). The application was designed to serve as a checklist for the researcher, ensuring the research plan includes all necessary elements.

You should answer all questions thoroughly. If you do not answer questions that are pertinent to your proposed research, or if you do not attach a copy of the research instrumentation, procedures, etc., your application will be returned to you or held for receipt of all necessary documentation. If you have any questions about what should be included in your application packet, please contact the UMR Campus IRB at (573) 341-4305.

- 1a. *Principal Investigator's Name, Daytime Phone Number, etc.:* This person, if there is more than one applicant, is the individual who is to serve as the lead contact for all correspondence and requests from our office regarding the application. Please ensure that all contact information listed is only that of the Principal Investigator.
- 1b. *Additional Applicants:* Please list all names of additional applicants, other than the Primary Investigator. PLEASE BE SURE THAT EVERYONE LISTED IN THIS SECTION SIGNS THE ORIGINAL APPLICATION FORM!
- 1c. *Advisor:* Please list the full name and contact information of your advisor, if you are a student. Also remember to have him/her SIGN YOUR ORIGINAL APPLICATION PRIOR TO FORWARDING TO OUR OFFICE.
2. *Project period:* Give approximate time period of subject involvement. This is important if your project is a long-term one; the Campus IRB must review ongoing projects every eleven months. Our interest here is in the period of subject participation and data analysis.
3. *Funding source(s):* If your project is supported, totally or partially, by external funding, the Campus IRB wants to know. (We keep track of sponsored human subject research.) If you are self-funded, enter "N/A." If the proposal has not been funded, but has been submitted, enter the proposed funding source.
4. *Site of work:* Where are you going to involve the subjects? On campus? At a local high school? All over the state? (Interested in subjects' location, not in the place of the data analysis.)
- 5a. *Title of project:* List title of project.
- 5b. *Brief description of its general purpose:* List brief synopsis of your project.
- 6a. *How were subjects selected and recruited?:* Where did you get your subject population? Passers-by-at-large? Random selection from the telephone book? The Psychology pool? Inmates in a prison? Residents of a nursing home? How did you select population? Was it through an advertisement in the paper, letter, announcement, etc.?
- 6b. *What inducement is offered?:* If subjects are to receive a stipend, grade points, or any other reward for participating, what is it? If there is no inducement, enter "N/A".

- 6c. *Number and salient characteristics of subjects:* How many subjects do you plan to involve? Do you plan on distributing 50 or 1,000 survey forms? What is the number of subjects you intend to involve? Also, characterize them -- females, ages 8 to 80, or males, 18 to 22, or what? Are your subjects all eighth grade students, or members of a specific church, or holders of a MO hunting or fishing license? Give any specifics that categorize your subject population.
- 6d. *If a cooperating institution is involved, has written permission been obtained?:* APPEND LETTER(S). Researchers must have written permission from the head of an organization or member of the administration with sufficient rank to grant such permission. For example, a teacher friend may not give you permission to enter his/her eighth grade classroom in the Rolla Public School System to conduct research; this permission must be obtained from the Superintendent of Schools of that district, or the principal of the specific school, at a minimum. If there is no cooperating institution, enter "N/A".
- 6e. *Number of times observations will be made?:* Are you asking the subjects to complete one instrument once? Are you asking them to report their diet three times a week for six weeks, and take blood samples once a week for the six weeks? How much of the subjects' time will you take up -- half an hour? Six hours?
- 6f. *What do the subjects do, or what is done to them, in the study?:* APPEND COPY OF QUESTIONNAIRE(S), TEST INSTRUMENT(S), OR DESCRIPTION OF PROCEDURES TO BE CONDUCTED ON THE SUBJECTS. If you are involved in thesis, dissertation, or sponsored research, attach a copy of your research procedure. If not, give a clear, concise description of what you intend to do to or with the subjects. The Campus IRB is not interested in what type of analysis you intend to carry out on the data. We are interested in what you are going to measure and how.
- 6g. *Is it clear to subjects that their participation is completely voluntary, that they may withdraw at any time, and that they may refuse to answer any specific question that may be asked them?:* Does your informed consent form or statement make this clear to the subjects? Is it written in language they can understand?
- 6h. Indicate the approximate number of subjects who will participate.
- 6i. Indicate if any of your subjects fit into the categories listed in 6(i).
- 6j. *Cite your experience with this type of research:* The Campus IRB's interest here is mainly in projects where there is an element of risk for the subjects -- physical, emotional, through potential breach of confidentiality, etc. In such cases when the researcher does not have adequate experience, the Campus IRB will work to ensure the subjects' safety by having someone with adequate experience monitor the project.
7. *How do you intend to obtain the subjects' informed consent? If in writing, attach a copy of the consent form. If not in writing, include a written summary of what is to be said to the subjects, and justify the reason that oral rather than written consent is being used. Also, explain how you will ascertain that the subjects understand what they are agreeing to*¹. The Campus IRB may allow consent to be obtained other than through the full consent form, provided: (1) there is no risk, or risk to the subject is minimal, (2) the written consent procedure would not be normally used outside the research context, and (3) the consent document would be the only link between the subject and the research data.

The decision as to whether an informed consent document is required is reserved to the Campus IRB. However, the Campus IRB does specifically require that potential subjects be informed that:

- (1) participation in the research project is voluntary
- (2) the title of the project is stated;

¹ The Campus IRB will determine if oral consent is appropriate.

- (3) state who is conducting the research and under whose auspices;
- (4) explain what they are being asked to do or what will be done to them;
- (5) tell them how much of their time will be involved in the study;
- (6) explain that participation is fully voluntary, the subject may quit at any time, and the subject may refuse to answer a question(s);
- (7) define the method of ensuring subjects' confidentiality;
- (8) provide the name of the person who would furnish subjects with additional information about the research project; and
- (9) offer to answer any questions the subjects might have about the study.²

8. *In your view, what benefits may result from the study that would justify asking the subjects to participate?: What expected value is there to the study that gives the researcher the right to ask the subjects to participate?*

9a. *Do you see any chance that subjects might be harmed in any way? Do you deceive them in any way?³ Are there any physical risks? Psychological? (Might a subject feel demeaned or embarrassed or worried or upset? (Possible loss of status, privacy, reputation?)) This is the part of the application that is concerned with the cost/benefit ratio of the proposed research, and calls for an honest evaluation by the researcher of these considerations from the point of view of the subject.*

9b. *How do you ensure confidentiality of the information collected? See 9a.*

Be sure that the applicant(s) signs the application in the lower left corner. If the applicant is a student, the faculty advisor must also sign in the indicated place. This faculty advisor signature indicates that the advisor has reviewed the proposed research and approves of it as being methodologically and ethically sound, taking full responsibility for the conduct of the research, if approved.

*If you have any questions, please contact:
Campus IRB
108 Campus Support Facility
Rolla, MO 65409
(573) 341-4305*

² A Checklist entitled, "Informed Consent Checklist:", is available on request from the Campus IRB Office or our website.

³ The UMR Campus IRB does not approve of deceit in research. It will review and may approve applications that involve limited deception, with the proviso that subjects receive a comprehensive debriefing within a reasonable time frame.

