**You are advised to review the IRB Manual and Informed Consent Template on the IRB website prior to completing your application. Where applicable, other documents, such as “Electronic Survey Research Guidelines,” may be important to consult prior to submitting your application.**

Submission of the following information is required for all research that involves the use of human subjects. Take care to respond FULLY to all of the questions and attach the following documents:

1. A copy of interview questions, surveys, questionnaires, or other data gathering instruments that may be used in the research project.
2. Proper Consent/Child Assent/Parent Permission Form(s) (if needed).
3. By completing Section 2 below you will provide the purpose of your study.
4. A copy of your human subjects research training certificate from the National Institutes of Health or CITI program that is linked on the IRB webpage or evidence of comparable training (see IRB webpage at <https://aurora.edu/academics/resources/irb/index.html>).
5. Written permission from the site where the research is to be conducted (if applicable).
6. If you will be doing an electronic survey, Qualtrics and Survey Monkey are appropriate platforms for this. If a student, please work with your faculty supervisor and/or department about utilizing these.

These materials will assist the IRB in determining the type of review necessary and facilitate approval of your research. The more complete you make your request for review, the faster your application can be processed.

NOTE: If the data-gathering instrument is changed, a revised version must be submitted to the IRB.

**Section 1:**

**Name of Researcher:**

**Aurora University E-mail Address:**

**Telephone Number:**

**Mailing Address:**

**Department/College:**

**Please check the type of application process (can be found in IRB manual):**

**\_\_\_\_\_\_Standard/Full**

**\_\_\_\_\_\_Expedited (no more than minimal risk and in need of accelerated review)**

 **I am not sure which category**

**If this is a student research project, be sure to complete all sections including the last section of this application for review.**

**Section 2:**

**Research Project Title:**

**Sponsor’s Name:**

 **(Necessary only if this research project is funded by an external organization.)**

**Project Start Date (when you will begin recruitment):**

**End Date (application is good for one year):**

**Research Question:**

**Description of your research project:**

**Study protocol and procedures:(You may attach a copy)**

**Will this study use electronic surveys?**

**\_\_\_\_** This study **does** **not** use electronic surveys.

\_\_\_\_ This study **does** use electronic surveys. I will consult with my supervisor or department (if a student) to use university approved platforms.

**Describe the pool of subjects: (Include how you are related to this pool)**

**How are the subjects to be recruited?**

**What discomfort/risk to the subjects, if any, do you anticipate? (Note: all studies have some risk – avoid “minimal risk” language; state what the foreseeable risks are and what efforts will be taken to minimize them)**

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

**In what way have the confidentiality and privacy of the subjects’ responses been ensured?**

**Has consent been obtained from the authorities where the research is to be conducted? (please attach)**

## Section 3 – Consent Forms

**Consent to participate must be obtained from the subjects if at all possible: Attach a copy of your written Informed Consent form to this request. If it is not possible to obtain a written consent form, describe, in written form and full detail, the explanation which will be given to the subjects and through what means you will provide this explanation: orally, use of an interpreter, or other. In this case, a shortened written consent form may be appropriate. If written consent is completely anonymous or impossible to gain without sacrificing confidentiality, please consider a waiver of consent. See website for informed consent checklist, sample, and waiver of consent.**

**If the subjects are minors or members of a population classified as vulnerable (prisoners, mentally disabled individuals, etc.), a parental/guardian consent is required as well as assent of the subject. Include a copy of the parental/guardian consent form you plan to use in such instances.**

## Section 4 – Student Research

**Student’s Faculty Advisor’s (supervising the research) Signature; your signature states that you have read the proposal and that you believe it is ready for submission to the IRB.**

**Name Printed**

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**Signature Date**

**Student’s class for which research is being conducted as a class project.**

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