Institutional Review Board Proposal
Elmhurst University

Please enter your responses to the following items. Attach questionnaires, tests, consent forms, and other supporting documentation. Email all documents to irb@elmhurst.edu.

1. **Project Details**

Project Title:

Principal Investigator(s) (faculty):

Department(s):

E-mail:

Principal Investigator(s) (students):

Department(s):

E-mail:

Project Start Date:

Projected End Date:

A. Is this project EXTRAMURALLY FUNDED? ◯ Yes ◯ No

Funding Source:

B. Is this project INTERNALLY FUNDED? ◯ Yes ◯ No

Funding Source:

2. **Type of proposal**: ◯ Original Proposal ◯ Revised Proposal
3. **Determination of risk**: ◯ Minimal Risk ◯ At-Risk
4. **Purpose of the Project**: *Briefly describe the main purpose and objectives of your research. Please use language that a non-expert would understand, including spelling out acronyms and avoiding or defining any technical terms.*

5. **Participants:** *Describe the participants you will be using, including the following; age, sex, approximate number, inclusion/exclusion criteria (if any), and recruitment method. Also indicate that your proposal is sufficiently equitable in terms of participants, and consider if modifications might be made to make it more equitable.*

6. **Compensation**: *Indicate how participants are to be compensated for their participation (e.g., money, course credit) and how much they will be compensated.*

7. **Procedure and Duration:** *Explain the procedures of the study in sufficient detail to allow the IRB to fully understand what is expected of the subject. Also indicate the approximate amount of time required of each subject. Include interview questions, surveys, questionnaires, or other data gathering instruments that will be used.*

8. **Deception:** *Indicate whether or not deception is involved. Specify the nature and extent of the deception. Had the full purpose of the research been revealed at the outset, is there a reasonable degree of likelihood that the participant would have given consent to participate? If not, describe why this deception is necessary and, if applicable, why the benefits of this research outweigh such deception.*

9. **Risks:** *Describe, in detail, any risks to the participants' physical and/or psychological well-being that might reasonably be expected to occur. If there are no known risks that are likely to occur, clearly state that.*

10. **Risk Management:** *If participants are at risk, describe steps to minimize risk. For instance, if procedures could be emotionally distressing, describe arrangements for support services and/or assistance. (e.g., psychological counseling).*

11. **Benefits**: *Indicate anticipated benefit(s) to the subject, society, and/or science.*

12. **Safeguarding Subject's Identity:** *Indicate how the confidentiality and privacy of the participants' responses will be safeguarded. What precautions will be taken to safeguard identifiable records or individuals?*

13. **Informed consent**: *Specific provisions for informed consent must be specified, and a copy of the informed consent form you intend to use must be attached. See Appendices B and C of the IRB Policies for details and samples.*

14. **Debriefing**: *Briefly describe how you will debrief participants, particularly in the case of deception.*

15. **Off campus research (if applicable)**: *If the research is conducted off campus, indicate where the research will be conducted and whether research has been reviewed by another sites' research review board. If so, please attach supporting documentation.*

16. **Research on children or minors (if applicable):** *If your research involves children or minors, you must have an informed consent form completed by their parents and an assent form completed by the child (see Appendix D of the IRB Policies).*

I have read the policy and procedures of Elmhurst University's IRB and agree to abide by it. I also agree to report any significant and relevant changes in the procedures and instruments to the Board for additional review.

Principal Investigator Signature:

Date:

Faculty Advisor (if student PI) Signature:

Date: