



Institutional Review Board Petition to Approve Proposed Research Project

The federal government and university policy require the review of all research involving human subjects. This includes biomedical, behavioral, and survey research. The source of funding, the identity of the research subjects, and the status of the investigator (faculty member, student, or staff) have no bearing on whether the IRB has jurisdiction.

The reviews are designed to safeguard research subjects' rights and welfare. Federal regulations give IRBs the responsibility to evaluate the risks of participation, to modify projects when risks can be reduced, and to assure that subjects give their informed consent to participate. The IRB's approval is not permanent and can be revoked. Continuing projects must be reviewed and approved at least annually. The IRB has the authority to suspend or terminate its approval if a project is not being conducted according to its approved protocol or has been associated with unexpected serious harms to subjects.

If you wish to conduct research involving human subjects, you must complete this form and attachments, and submit them to the IRB. The IRB must conduct its review even if there is "minimal risk" of harm to the subjects. Either a hard copy or an electronic copy (CD, disk, or email attachment) of the petition should be sent to:

Jeff Ankrom
Assistant Provost
Chairman, Institutional Review Board
209 Recitation Hall
jankrom@wittenberg.edu

- A complete petition consists of:
- This petition form
 - Copies of all survey instruments, interview scripts, or prompts
 - Copies of all other written or spoken information to be presented to the subjects (e.g., instructions, cover letter, debriefing information)
 - Copies of all consent / assent forms to be used.
- The IRB reviews research that meets **ANY** of these conditions:
- Wittenberg sponsors the research.
 - University property or a university facility is used in the research, including the university mail room or email system.
 - A Wittenberg employee conducts or directs the research (whether or not it is in connection with the employee's University responsibilities).

In routine cases, in which there is minimal risk of harm, the IRB needs three to four working days to evaluate an application. Non-routine cases may require more time. To avoid delays, you should seek IRB approval as soon as possible, as its review of research protocols, informed consent forms, and related matters can be lengthy. Please keep in mind that the IRB does not ordinarily meet during breaks unless special arrangements have been made.

Institutional Review Board Petition

Date:

Principal Investigator(s):

Phone Number(s):

Email address(es):

If the PI is a student, identify the faculty member supervising the project:

Title of Research Project:

Please answer all questions:

1. Summarize the objectives of your research:

2. Describe the subjects to be used, the selection process by which the subjects were chosen and the procedures to be followed. (This should include a summary of instructions to the subjects, and a description of their tasks).

3. Does this study involve an interview, survey or questionnaire? Yes No
 - If **YES**, check those that apply and attach a copy of the interview script and/or survey instrument:
 - In-person Interview
 - Telephone Interview
 - Self-administered Questionnaire
 - Other Survey Instrument
 - If **YES**, explain how you will assure either your subjects' anonymity or the confidentiality of their responses. Anonymity requires that the subjects' identities are unknown to the principal investigator and cannot be determined from information gathered in the

research. To assure confidentiality, the principal investigator can know the identity of individual subjects, but must assure that they cannot be linked in any way to their responses.

4. State the duration of the study and the duration of an individual's participation.

5. Attach a copy of your informed consent form and also include the text of any written or spoken information to be presented to the subjects (e.g., cover letter, debriefing information, instructions, etc.)

6. If your research requires exceptions to obtaining advanced, written, informed consent, explain why it is required. Explain how obtaining such consent would impinge on the validity of your research and describe the method you will use instead to assure that your subjects are fully informed about the research project and freely consent to participate (e.g., verbal informed consent).

7. Does the nature of the research require deception? Yes No
 - If **YES**, then explain fully:

8. Indicate how subjects will be able to obtain an abstract or summary of the completed study results after their participation (e.g., you could include this information in your cover letter).

9. The IRB determines whether your research is exempt. Please explain if however, you believe that your research qualifies for exempt status.

10. Some projects may place the subjects at risk. Subjects at risk means any individual who may be exposed to the possibility of injury, including physical, psychological, or social injury, as a consequence of participation as a subject in any research which departs from the application of those established and accepted methods necessary to meet his/her needs, or which increases the ordinary risks of daily life. If this describes your research, you must provide a detailed evaluation of the risks involved, measures taken to minimize those risks, and a risk/benefit analysis to justify proceeding with the project must be included.