**Section 1: Investigator Information**

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| First Name: | **Click here to enter text.** |
| Last Name: | **Click here to enter text.** |
| Department or Program: | **Click here to enter text.** |
| Email Address: | **Click here to enter text.** |
| College Status (faculty, student, etc.): |  If other, please specify: **Click here to enter text.** |
| Name of Faculty Sponsor (if non-faculty): | **Click here to enter text.** |
| Faculty Sponsor’s Email: | **Click here to enter text.** |

**Section 2: General Information**

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| Project Title**:**  | **Click here to enter text.** |

I have read the IRB’s [Review Categories](http://www.gettysburg.edu/about/offices/provost/irb/review-categories/), and my proposal qualifies for:

Do you have external funding?

If so, state the name of the granting institution and the title of the project as it was submitted to that institution:

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| Click here to enter text. |

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| Today’s Date (mm/dd/yyyy): | **mm/dd/yyyy** |
| Proposed Starting Date (mm/dd/yyyy): | **mm/dd/yyyy** |
| Proposed Completion Date (mm/dd/yyyy): | **mm/dd/yyyy** |

BRIEFLY describe your main research question:

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| Click here to enter text. |

**Section 3: Participants**

Approximately how many individuals do you expect to participate in your study? Click here to enter text.

Will your participants include individuals from any specific populations?

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| [ ]  Children*If so, specify ages:* Click here to enter text. | [ ]  The mentally disabled (mentally ill, mentally retarded, emotionally disturbed, neurologically impaired). *If so, specify the category of disability:* Click here to enter text. |
| [ ]  Special minority groups*If so, list them:* Click here to enter text. | [ ]  None |

Will participants be selected from any institutions, such as schools, hospitals, prisons, etc.? If so, list the institutions:

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| Click here to enter text. |

How will the participants be chosen or recruited (records, classes, referral, canvassing, etc.; be specific)? If participants are chosen from records, indicate who gave approval for the use of those records:

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| Click here to enter text. |

How are participants initially contacted (e.g., ads, telephone, mail, email)?

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| Click here to enter text. |

Will participants receive inducements before or rewards after the study? If so, explain.

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| Click here to enter text. |

**Section 4: Privacy Considerations**

Indicate to what degree the data will be held in confidence:

If you selected “Neither”, indicate why.

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| Click here to enter text. |

Will information about participation in the study be available to supervisors, teachers, employers, etc.? If yes, indicate to whom and why.

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| Click here to enter text. |

If the data are not anonymous, explain the procedures that you will employ to maintain privacy.

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| Click here to enter text. |

**Section 5: Deception**

Will it be necessary to use deception with your participants at any time during this research? *Please note: withholding details about the specifics of one's hypothesis* ***does not*** *constitute deception. However, misleading participants about the nature of the research question or about the nature of the task they will be completing* ***does*** *constitute deception.*

If your project study includes deception, please describe (a) the process you will use, (b) why the deception is necessary, and (c) a full description of your debriefing procedures.

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| Click here to enter text. |

For projects involving deception, please include your [debriefing script](http://www.gettysburg.edu/about/offices/provost/irb/irb-forms/index.dot#debrief). (This is information you provide to the participant at the end of your study to explain your research question more fully than you may have been able to do at the beginning of the study.) **All studies involving deception must include a debriefing script.** Be sure to give participants the opportunity to ask any additional questions they may have about the study.

**Section 6: Potential Risks and Sensitive Topics**

Does the research involve any of the following items (check all that apply):

[ ]  Questions involving possible invasion of privacy of participant or family, including personal information or records.

[ ]  Questions about sexual behaviors or attitudes.

[ ]  Questions about the use of, or attitudes about, drugs or alcohol.

[ ]  Requests for information that the participant might consider to be personal or sensitive.

[ ]  Presentation of material or requests for information that might be considered offensive, threatening, or degrading by the respondents.

[ ]  The administration of physical stimuli other than normal auditory, tactile, and visual stimuli associated with classroom situations.

[ ]  Manipulation of physiological requirements (nutrition, sleep, etc.) or of ethically sensitive psychological and social variables (sensory deprivation, isolation, stress, self-esteem, etc).

If you have checked any of the potential risks or sensitive topics above, please indicate what precautions have been taken to minimize these risks:

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| Click here to enter text. |

**Section 7: Informed Consent**

How will you obtain consent?

*In questionnaire and interview research, agreeing to answer the questions is usually taken as consent to participate in the study. However,* ***a full*** [***verbal script***](http://www.gettysburg.edu/about/offices/provost/irb/irb-forms/index.dot#verbal) ***of the consent process must be included with your application.*** *The script should include a description of the study that will be given to the respondents. In addition, please make sure to describe why this process is necessary and how verbal consent will be obtained. Most other types of research will need to have participants sign a* [*written consent form*](http://www.gettysburg.edu/about/offices/provost/irb/irb-forms/index.dot#consent)*.* ***If a written consent form is needed, you must attach a copy.***

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| Click here to enter text. |

**Section 8: Projects Involving Multilingual Participants**

If you will be conducting interviews in a language other than English, will you conduct all of the interviews yourself, or will you have the assistance of a translator?

If you will be conducting interviews in a language other than English, please describe your competence or fluency in the other language(s) you will use.

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| Click here to enter text. |

If you will be using the assistance of a translator, that individual must also certify that he or she is familiar with human subject protocol and has completed the online training course. Please respond whether you have found an IRB-certified translator.

If you have not yet found a translator, do you agree that when you do find a translator, you will make sure that person will also agree to use standard protocol for the treatment of human subjects, and that the individual's training certificate will be submitted to the IRB records before you begin collecting data?

If your recruitment materials or consent forms will be present in languages other than English, **you must translate these documents and submit a copy to the IRB.**

**Section 9: Video Recording**

Does your project involve video recording?

*If you selected “Yes”, you must submit a copy of your* [*video consent form*](http://www.gettysburg.edu/about/offices/provost/irb/irb-forms/index.dot#video)*.*

**Section 10: Project Description**

Clearly explain the procedures to be used and observations to be made in the proposed research. Include descriptions of what tasks your participants will be asked to do, and about how much time will be expected of each individual. Attach copies of **ALL** stimulus materials, questionnaires, protocols, and descriptions of any equipment used. *If your answer does not fit within this box, attach a separate document with your answer to this question.*

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| Click here to enter text. |

**Section 11: Benefits and Risks of Research**

Describe any risks and benefits of your research. Your study may not pose any of the “potential risks or sensitive topics” listed above, but research always imposes a cost to participants (e.g., the time required to participate, minor emotional discomfort, eye strain). Therefore, explain in your opinion why the value of doing this research study outweighs whatever costs there are to the individuals involved.

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| Click here to enter text. |

**Section 12: Final Submission**

If you are a student, has your faculty sponsor seen and approved this application?

If you are a student, you must also ask your faculty sponsor to email the IRB (irb@gettysburg.edu) on your behalf with the following statement: “**I have reviewed [student’s name]’s proposal and I will oversee the research in its entirety.**”

Have you read the Gettysburg College IRB policies on the treatment of human participants?

Will you comply with the informed consent requirement?

Will you inform the IRB if significant changes are made in the proposed study?

Do you certify that all of the information contained in this proposal is truthful?

Once you have answered all of the above questions and verified that you have completed this form fully and accurately, email this application along with all supporting documents (consent forms, description of research procedure, debriefing script, copies of questionnaires, etc.) to the IRB (irb@gettysburg.edu).