OAKLAND CITY UNIVERSITY
INSTITUTIONAL REVIEW BOARD

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New Research Project Request

Form Instruction Guide and Checklist

The New Research Project Request form is a Microsoft Word document that allows information to be typed directly into the form or copied and pasted from another document. Information submitted for each section of the form should follow any format requirements specified and should be thorough and complete. No part of the form should be altered or deleted.

☐ RESEARCH PROJECT

Complete the Research Project section of the research project request:

- Insert the project title
- Indicate the source of funding for the research project. If the research project is unfunded, please indicate "Unfunded."
- Insert the OCU IRB number. This number is provided to faculty, staff, and student researchers by the Office of Assessment and Institutional Effectiveness when the certificate of IRB training sent to the student by electronic mail.

☐ PRINCIPAL INVESTIGATOR

This section identifies OCU faculty, staff, and associated parties that are applying to conduct a research project. This section is not to be used when a student researcher is conducting the research.

☐ CO-INVESTIGATOR

This section identifies OCU faculty and staff that will be co-investigators in a research project. If a student is serving as a co-investigator on a research project, please list them in the Student Researcher Section. In the description of the research, please identify the student researcher as a co-investigator. If a student is serving as a research assistant, please complete the Confidentiality Agreement for Use with Research Assistance/Assistant form and attach it to the completed New Research Project Request.

☐ STUDENT RESEARCHER

This section identifies OCU students applying to engage in a research project.

☐ FACULTY SPONSOR(S)

All student-initiated research must be sponsored by a member of the OCU faculty. This may be a faculty research mentor, thesis chairperson, and a dissertation committee chairperson. Student-initiated research may be sponsored by more than one faculty member, and in those cases, this section of the research project request can be duplicated as necessary.

☐ OTHER OCU INVESTIGATORS

List any OCU personnel engaged in the research project other than that those that may have been listed as the principal and co-investigator. This section can be duplicated as necessary to include all additional OCU investigators.

☐ OTHER NON-OCU INVESTIGATORS

List any non-OCU personnel engaged in the research project other than that those that may have been listed as the principal and co-investigator. This section can be duplicated as necessary to include all additional non-OCU investigators.

☐ EXEMPTION CATEGORY

The investigator/student researcher submitting the new research request must identify the exempt category/categories that the research project is associated with. The exempt category definitions are included as part of the New Research Project Request form and on the OCU IRB website.

☐ RESEARCH INFORMATION

Check the appropriate response box for each of the questions, directives, or comments regarding research preparation, informed consent, study populations, and the gathering of information during the research project.

☐ SUBJECTS

Specify the population(s) that will be included in the research, including:

- Adults
- Children
- Students
- Adults unable to consent for themselves
- Non-English speakers
- Prisoners
- Other (Specify)

☐ CONFLICT OF INTEREST

Affirm that you have read “Disclosure of Investigators’ Financial Interests” contained within the application AND declare whether a conflict may exist or not.

☐ RESEARCH DESCRIPTION

1. Describe your research, including enough information to justify how your study satisfies the criteria for the exemption category or categories you indicated. Where will this study be conducted? How much time will be required of the subjects? If using questionnaires, how will they be distributed and collected? NOTE: “Anonymous” means that no identifying information such as name, address, phone number, email, IP address, voice recordings, etc. can be linked to study data, even by the researcher. Data is not collected anonymously if there is a code linking it to identifiable information, or if subjects will be photographed, audio, or video recording.

2. State the potential risks - for example, physical, psychological, financial, social, legal, or other - connected with the proposed procedures. Discuss in detail the risks and benefits of the proposed research on human subjects. Provide an explanation of how the risks are reasonable in relation to the anticipated benefits. Describe procedures for protecting against, or minimizing, potential risks. Assess their likely effectiveness.

☐ PRIVACY & CONFIDENTIALITY

1. What kind of data is being collected? Is any of the data that is being collected, data that may identify those participating in the study? What kind of identifiable data is being collected (e.g., name, IP address, voice recording)?

2. Explain where the study data is being stored, including identifying data and/or code key(s) to identifiers will be stored, how the data and/or key(s) will be protected, and who will have access to the identifiers/ key. Explain when/if the identifiers/code key will be destroyed. State where de-identified/anonymous data will be stored. Explain how long the data will be stored and available to OCU upon request by the IRB (minimum of three-year storage is expected).

3. Explain risks that may exist to the study subjects in the event that identifiable study data were inadvertently disclosed.

4. How will subject privacy be protected during recruitment, consent, study procedures, etc.?

☐ INFORMED CONSENT

Unless a waiver is granted, informed consent must be documented by the use of the OCU Consent Form for Research Participation prior to their participation in any research which will be signed by the research subject or the subject's legally authorized representative (LAR). A copy of the consent must be given to the person signing the form.

1. Describe consent procedures and address each subject group separately if multiple groups are involved in the research project.

2. Check all that apply:

   ☐ Consent will be obtained electronically (Attach a copy of the electronic consent being used based on the OCU Consent Form for Research Participation.)

   Special Note: Consent obtained electronically must be accomplished in the following method:

   - The electronic consent is based on the OCU Consent Form for Research Participation and is included as the introductory area of an electronic survey. The electronic consent must be obtained (or declined) using a standardized waiver and two acknowledgments: “I Agree to Participate” and “I Decline to Participate.” By agreeing to participate in the study, the study participant will be taken to the first question of the survey. If the research participant declines, they will be taken to the end page of the survey without gaining access to the survey questions.

     Standardized Waiver: I have read the informed consent provided by Principal Investigator [Insert Name] or Student Researcher [Insert Name] and included as the introduction to this survey. The informed consent to participate in the study titled, [Insert Title], is understandable to me. I have been given the opportunity to ask questions, and any questions that I may have had have been answered to my satisfaction. If I have additional questions, I have been provided with their contact information. I agree or decline to participate in the research study described above and can obtain a copy of the informed consent by contacting the investigator or researcher.

     Sample surveys developed in Google Forms and SurveyMonkey are included in the IRB Moodle classroom. Additional samples that use other survey software are available upon request to the IRB.

   ☐ Consent will be obtained verbally (Attach the script being used to obtain consent based on the OCU Consent Form for Research Participation.)

☐ Consent will be obtained in writing (on paper) (Attach a copy of the written consent form being used based on the OCU Consent Form for Research Participation.)

☐ Consent will NOT be obtained **(NOT eligible for Exempted Review.)**

3. Please check each box to affirm that subjects are told the following in the consent form (required):

☐ That researchers are or are not collecting identifiable information about them.

☐ What risks are reasonably anticipated if this information were inadvertently disclosed.

☐ If collected, when identifiable information will be destroyed or that it will be retained indefinitely.

☐ If collected, how identifiable information will be protected by the researchers (e.g., encryption).

☐ ATTACHMENTS

Provide a list of the attachments that are being included with the new research request such as certificate(s) of IRB training, consent documents, full surveys, interview questions, tests, and other data collection instruments.

The IRB may begin to review any research proposal but will not approve those where research will be conducted that also requires their IRB approval. Such approval must be attached to the OCU IRB research proposal.

☐ SIGNATURES

The signatures of the principal investigator, the co-investigator, student researcher, and/or faculty sponsor(s) are provided.

All signatures affixed to the new research request must be a true and actual signature unless utilizing an electronic signature software such as Adobe Sign, DocuSign, or similar software. Inserting text utilizing a unique font in Microsoft Word to resemble a signature is not authorized. Information is provided in the IRB Moodle classroom on how signatures can be inserted onto IRB forms.

Faculty and staff researchers should prepare their New Research Project Request and all attachments, sign the New Research Project Request, and submit the request package to the IRB Proposal Submission Drop Box in the IRB Moodle classroom.

Student researchers should prepare their New Research Project Request and all attachments and sign the New Research Project Request before submitting the research request package to their faculty sponsor. Once the faculty sponsor approves of the New Research Project Request and signs the request, they will return the New Research Project Request and attachments to the student researcher. The student researcher will then submit the request packet to IRB Proposal Submission Drop Box in the IRB Moodle classroom.

☐ INSTITUTIONAL RESEARCH BOARD APPROVAL

Upon the approval of the New Research Project Proposal, the signature of the OCU IRB administrator or committee member will be provided on an IRB Ruling Form and provided to the researcher.

General Note: If there are template areas that are presented in the **red** font, that text can be deleted upon the completion of the form.