

Human Participants Review Board Proposal Form (v09/05)

Name: _____ Department: _____

Phone Number: _____ Email: _____

If student research, name of Faculty Supervisor _____

Strongly recommend that students refer to the HPRB Student Checklist at www.plu.edu/~hprb/forms.html

Project Title: _____

Project Abstract (250 words)

Complete Items 1-13.

1) Type of risk involved
_____ None to minimal (see definitions of risk below and at www.plu.edu/~hprb/info.html)

_____ More than minimal

Minimal risk means that the risks of harm anticipated in the proposed research are not greater, considering probability and magnitude, than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations. There are different types of risks to which human subjects may be exposed that are inherent in various research procedures. Risk is most obvious in medical and behavioral science research projects involving procedures that may induce a potentially harmful state or condition. Some examples are: the requirement of strenuous physical exercise; and/or subjection to deceit, public embarrassment, self-incrimination (the admission of illegal or immoral behavior), or humiliation.

There is a wide range of medical, social, and behavioral projects in which no immediate physical or psychological risk for the subject is involved (e.g., those involving the use of personality inventories, interviews, questionnaires, observations, photographs, tapes, records, and stored data). However, some of these procedures may involve varying degrees of discomfort, harassment, or invasion of privacy, or constitute a threat to the subject's dignity, all of which pose another type of risk.

2) Deception involved

_____ No

_____ Yes * (a) a researcher should never deceive participants about significant aspects that would affect their willingness to participate, such as physical risks, discomfort, or unpleasant emotional experiences. (b) deception necessary to the study's design must be explained to participants as early as is feasible, preferably at the conclusion of their participation, but no later than at the conclusion of the research.

- 3) Anonymity/Confidentiality
 _____ Identity of participants unknown to researcher (anonymity)
 _____ Identity of participants known to researcher (confidentiality possible)
 _____ Identity of participants known to others (lack of confidentiality)
- 4) Vulnerable participants involved
 _____ No
 _____ Yes

Vulnerable populations are those who may have reduced capacity to consent to voluntary participation, and they include, but are not limited to, children, prisoners, the poor, pregnant women, fetuses, clinical populations or individuals who are mentally or psychologically ill or incompetent.

Please address your responses to items 5- 13 in a separate section and attach after the signature section below.

- 5) **Research participants:** Specify sample characteristics, number of participants, justification for sample size, selection and exclusion criteria and recruitment procedures. Justification is required if subject population is restricted to one gender, ethnic group, or other specific group.
- 6) **Research timeline:** Anticipated date for beginning data collection and anticipated date for ending data collection.
- 7) **Anticipated use of data:** How data will be used, e.g. for possible dissemination via public oral presentation or publication, capstone presentation or paper, class assignment, evaluation of your own current teaching practices, making recommendations to PLU department or other unit, making recommendations to Tacoma agency or other group, etc.
- 8) **Risk/benefits:** Please describe possible risk(s) as well as possible benefits to participants in the proposed study.
- 9) **Anonymity or confidentiality:** Describe methods for assuring anonymity or maintaining confidentiality of research participants.
- 10) **Informed consent:** Describe the method(s) by which informed consent will be obtained. If deception is involved speak to why it is necessary and when and how you will fully inform the participant.
- Submit a copy of your informed consent document.
 - Submit copies of recruitment materials such as cover letters or flyers as well as debriefing materials.
- 11) **Research procedures:** Provide sufficient detail about the procedures of the proposed research (not already covered in previous sections) to permit replication.
- 12) **Research materials:** Submit copies of any questionnaire, survey, interview guide, testing instrument(s), etc., (if any) to be used in study. Draft forms are acceptable, if they contain all questions and instructions.
- 13) **Other approvals:** Submit a copy of any other approval that may be necessary from institutions or groups such as school districts, hospitals, day cares, etc.

Please note: Any study with: greater than minimal risk (see definitions), deception, a vulnerable population, questions either by interview or survey that are of a sensitive nature (use of alcohol and/or drugs, cheating, sexuality, violence, etc) and/or that cannot maintain confidentiality requires 5 copies. All other submissions should at least be in duplicate, 2 copies.

Please direct any questions concerning the completion of this form to the HPRB designate in your academic unit or to the Office of the Provost, 535-7125.

 Signature of Principal Investigator

Date_____

 Signature of Supervising Faculty

Date_____

My signature above indicates that I have read and reviewed the proposal and that is it complete and consistent with HPRB Guidelines and Procedures, www.plu.edu/~hprb/info.html.