FILLING IRB APPLICATION FORM

1. PROJECT TITLE

It's possible that you'll use this as the title for a later publication, presentation etc. Give your research an explanatory heading.

2. PROJECT DATES*

Kindly mention the expected beginning and finishing timeframes for the study.

Mention whether you expect your study to endure more than a year or whether it will be a yearly endeavor.

3. PRINCIPAL INVESTIGATOR & CO-INVESTIGATORS INFORMATION*

Define 1 researcher as the principal investigator (PI) for student team projects. The other members of the team would be co-investigators (Co-I). All co-investigators will be mentioned.

4. SUPERVISOR INFORMATION

This might include a mentor for your individual study or your professor, lecture, or course instructor. Kindly add the supervisor’s contacting details. Nevertheless, with this application, please include a completed Research Supervisor's Singed Form. This submission is incomplete until your supervisor signs this form.

5. FUNDING

Mention whether you are getting funds from a third party to help fund the suggested research endeavors.

6. RESEARCH STATEMENT

Please give an overview of the study. Include information on the research's background, as well as your purpose, hypothesis, and goal(s). Where relevant, cite past research conducted by you or others.

Human subjects’ research includes putting study volunteers in danger. You should justify this risk in the Research Statement by stating why this research is necessary and useful. Keep in mind that the advantages must outweigh the drawbacks.

Note: This is the stage at which you "sell your concept" and create your initial impression on the RB. Poor language, careless spelling, or meandering writing might undermine an otherwise excellent study project.

7. RESEARCH RESULTS*

Explain what you intend to do using the findings of this study. Submission for publication, presentation at a conference ,on a poster, publishing the outcomes to an online platform, preserving the results for a future research, or presenting for a requirement for graduation are all possibilities.

8. PARTICIPANT POPULATION

Select all of the groups which will be included among the participants. If a more explicit description is required, select "Other groups" and define who will be included in your research population.

Please detail the research population details, providing the selection criteria, if necessary. Justify your decision to include or exclude certain groups or features, if appropriate.

Research with Employees:

Indicate whether or not you want to specifically seek workers. Workers are regarded as vulnerable subjects when being studied at work and a violation of privacy might jeopardize their reputation and employment. Describe your policies and processes for ensuring employees' confidentiality at work.

Provide an estimate of the overall number of individuals to be recruited. Then, if relevant, state the desired percentage for each research arm. (Eg. 50:50 male: female / 1/3 experimental group A, 1/3 experimental group B, 1/3 control group.)

Recruitment:

Examine all of the methods you want to use to attract volunteers for your study. Any recruitment materials must be submitted. These may contain the content of a planned social media post, a potential recruiting email, or a spoken script for telephone solicitation. Participants cannot be called up unless the study has been accepted. Any written recruiting material must be error-free in terms of spelling, punctuation, and typography.

9. INFORMED CONSENT*

Type of Informed Consent Obtained:

Choose all that pertain to your research. A minor in Ohio is a person below the age of 18. Minors cannot legally offer written consent; they can only give assent. A minor participating in a research project would require the approval of a parent or a legal guardian.

Waiver of Informed Consent:

In some limited instances, informed consent may be waived. For instance, certain studies on natural behavior may need individuals to be unaware that they are being studied. Research using previously gathered, de-identified personal information is also possible to conduct without each participant's informed consent. Please specify if informed approval will not be sought, and explain why.

Partial Consent: Concealment/Deception:

Concealment and deceit are frequently utilized in behavioral and social investigations.

• **Concealment** occurs when certain specific research data is originally concealed from participants. For instance, while running surveys to figure out the occurrence of racist attitudes in a certain group, investigators might not wish to reveal the real goal of the research because doing so may induce study volunteers to shade their comments, resulting in erroneous outcomes.

• **Deception** would be when investigators purposefully offer volunteers misleading details regarding a certain area of the research.

Both are examples of incomplete informed consent, which raises serious ethical issues. As a result, any form of concealment and deception should be explained, and each subject must get a thorough debriefing at the conclusion of the trial.

Kindly specify the sort of concealment or deceit was suggested. Describe why concealment / deception are a vital aspect of the research setup. Describe the debriefing technique, when will expose all of the truths to the individuals.

Method to Document Informed Consent:

Volunteer consent forms should be submitted to this application. If you did not get consent with signature and are asking a signature waiver on an informed consent document, specify how volunteers will be instructed and given consent. Common alternatives:

• An Information Document is comparable to a standard consent form; however it is not signed by the participants. It can be utilized in low-risk studies. Every volunteer is provided with a copy to view and occasionally retain.

• Oral consent is frequently gained when volunteers are incapable of read or write, especially when dealing with non-English speakers; however a witness signature is required.

• With low-risk studies like online surveys, electronic consent is popular. Participants do not sign, but they frequently "click" to agree after reading the research information.

WRITING A CONSENT FORM

It needs to be written to the reader's level of comprehension. 'I have read the Participant Information Sheet and I have had the opportunity to ask the researcher any questions,' write in the first person. The participant reads, signs, and returns a Consent Form, which should have the following features:

1) Use University letterhead.
2) Provide the title of the research project, the researcher(s) name, faculty, year of study, group no. and supervisor's name
3) State that the participant has been read and he/she has had the opportunity to ask questions of the researcher.
4) Specify precisely what the volunteer is agreeing to, including the study methods.
5) Restate simply the dangers or difficulties involved with the research.
6) Provide a statement assuring participants' privacy and confidentiality.
7) Mention that participating is entirely optional, and that potential participants are allowed to decline or withdraw consent at any moment.
8) Provide a statement noting that the participants are aware that they can reach the University when they have any issues or complaints about how the study is or was performed.
9) A part in the permission form should be provided for the participant to express consent to attend by signing and date the document (it may be useful to have a witness to the signature, like a parent or guardian).

DATA COLLECTION & CONFIDENTIALITY ISSUES

Consider about all of the information gathering methods you wish to use. If you must choose "Other," please explain your unique information gathering procedures.

It should be mentioned if you want to obtain information anonymously to ensure that no one, including the investigators, can link it to a specific participant.

Describe how you intend to keep the obtained personal data private and safe. Please detail your strategies for gathering, organizing, and safeguarding data during the duration of the study.

Note that SONA studies done in-person at the Psychology Department laboratories are NOT totally anonymous since researchers will identify participants visually.

10. METHODOLOGY*

Please include a detailed description of each phase of your research endeavor. It's generally a good idea to write each step individually in a numbered or bulleted list, with references, so the RB reviewer can follow it. Include the following:

- The strategies for identifying and contacting participants
- The selection and screening process;
- The informed consent policies; the study's location(s);
- All instruments and methods used to collect data;
- The manner in which data will be captured, saved, and shared among co-researchers;

- Any "timing" concerns (such as the number of interactions, intervals between interactions, follow-ups, etc.);
- If an electronic survey is being used, the link.
- Methods for guaranteeing participant safety;
- A plan for terminating the research in the event of an unexpected issue or adverse occurrence;
- A debriefing procedure, if necessary;
- Data analysis techniques

Even if a reader is not familiar with your project, this part should be understandable. There will need to be changed if any aspect of this methodology explanation is confusing or lacking.

11. RISK FACTORS*

Please give every potential risk entry into your study due thought. Take extra precautions. Without acknowledging the risks, they cannot be reduced.

11. (i)* Describe any additional dangers to research participants that could be physical, psychological, social, or legal.

11. (ii)*Discuss the possibility and seriousness of each potential danger.

11. (iii)* Describe all the measures you'll take to reduce these risks, including any professional assistance that may be required in the event that a participant becomes stressed or is hurt.

12. BENEFITS*

Describe simply the expected advantages to the volunteers, if any, to the general understanding in your field of research or to society at large. Benefits do not include compensation.

13. SUPPORTING MATERIALS*

The application must be accompanied by all required documentation in order to be deemed complete. All recruitment resources, consent documents, data tools (such as surveys, interview questions etc), letters of support, debriefing statement, if necessary, may be included in these materials. Include the link to your online survey in this box if you have one. Any study-related content that participants view or use, such as electronic questionnaires, has to be free of grammatical, spelling, and typographical mistakes. A signed Research Sponsor Signature Letter must be included by the student.

15. SUBMISSION INFORMATION

The PI is responsible for ensuring that every component of the application is filled out, including the mandatory fields*. Attach any necessary supporting files.