

Antioch University New England Human Research Committee
APPLICATION FOR APPROVAL OF RESEARCH INVOLVING HUMAN PARTICIPANTS

PROJECT TITLE: (note, text boxes will expand to include text)

TYPE OF REVIEW: (Select only one). Refer to HRC Policy Manual (Section 4) for definitions and/or requirements for each type of review. Select type of review requested: Exempt

If this a Continuation what was the Project # assigned:

Principal Investigator Name, Department, Campus Address, Phone Number:

Check if Student Investigator:

If student investigator, list Faculty Supervisor Name, Department, Campus Address and Phone Number:

Co-Investigator Name(s), Department, Campus Address, Phone Number:

Funding Source (if funding exists or is being sought. Include Grant or Contract Number, if known):

Expected Starting Date:

Expected Ending Date:

NOTE: IRB Approval for projects is valid for one year only. Investigators must request a continuation of the approval yearly if the activity lasts for more than one year. **IF APPROVAL FOR THE PROJECT LAPSES, CONDUCTING THE RESEARCH IS A VIOLATION OF UNIVERSITY POLICY AS WELL AS FEDERAL REGULATIONS.**

(Note: please print a hard copy to sign—see submission guidelines on 2nd page)

Signature of Principal Investigator: _____ Date: _____

(If student investigator)

Signature of Advisor: _____ Date: _____

For HRC Committee Use Only:

Project #: _____

Action Taken:

_____: Disapproved

_____: Approved from _____ to _____.

Attachments Needed

PROJECT DESCRIPTION: Attach a narrative that clearly discusses, in lay language:

- a. The scientific significance and goal of the study
- b. The types of people to be recruited (how many, desired characteristics of the study sample)
- c. How participants will be recruited, including copies of all advertisements, posters, incentives and compensation promised, etc.
- d. Inclusion/exclusion criteria for participants entry. Include justification if women, minorities and/or minors are to be excluded from the research activity (federally- required). Disclose if investigator proposes to include him/herself, or members of his or her family as participants in the proposed research
- e. Details on all materials and procedures with which human subjects are involved
- f. Potential risks and benefits to participants and others, plans to minimize risks, assessment of risk:benefit ratio, and provisions for potential adverse events
- g. How participants' confidentiality will be addressed
- h. Attach copies of all interviews, surveys, questionnaires, consent/permission/assent forms, etc.
- i. If a Full Review of your study is required, please submit a more detailed description of your research design, including a brief description of your planned data analysis strategy.

Submission Procedures

Print One Copy for original signatures and send to HRC Chairperson via campus or other mail delivery. Be sure to save a printed copy for your records.

HRC Chair is currently:

Kevin P. Lyness, Ph.D.

Dept. of Applied Psychology

Antioch University New England

40 Avon Street

Keene, NH 03431

AND...

Submit this form via email to the HRC Chairperson by saving this document and the above project description and emailing these as attachments. Please email to Kevin.Lyness@antiochne.edu.

Checklist (please check each of these boxes when completed):

Application Form (this form) filled in:

Project Description completed:

Application form and attachments saved and emailed:

Submission has been approved by departmental representative:

Form Printed for signature: