

## Submitting a Proposal to the IRB for Approval

### IRB Contact Information

- Matt Lundin (Co-Chair): [mlundin@defiance.edu](mailto:mlundin@defiance.edu)
- Clarissa Barnes (Co-Chair): [cbarnes@defiance.edu](mailto:cbarnes@defiance.edu)

### Important Links and Information

Research ethics training is **required** for faculty, staff and students who are interested in conducting research with human subjects.

Beginning in the fall of 2017, all Defiance College faculty, staff and students who want to conduct research with human subjects will need to complete online training on the ethical treatment of human subjects. The free training is offered by the National Institute of Health at <http://phrp.nihtraining.com/users/login.php>.

Verification of the completion of the training will be given to you in the form of a certificate. An electronic copy of the certificate in PDF format must be forwarded to the IRB. The members of the IRB are Matt Lundin and Clarissa Barnes. Proposals for research with human subjects submitted to the IRB by faculty, staff or students who have not completed this training will not be reviewed.

### Proposal for research with human subjects

Proposal to obtain permission to conduct research with human subjects are to be submitted electronically to <https://form.jotform.com/62344015151140>

Please direct questions about electronic submission to Matt Lundin

A PDF version of the form can be found at <http://www.defiance.edu/offices/irb.html>

### Preparing a Complete Proposal

Before you submit your application please ensure that it is complete! Complete proposals should have all of the following:

Completed electronic proposal (<https://form.jotform.com/62344015151140>)

If you are using an interview, survey, or other document as a part of your research methodology you must upload a copy of the interview or survey to the electronic proposal.

**Note:** the interview or survey that you include in your proposal must be in final form. After your research is approved you will not be able to alter the interview or survey in any way unless you resubmit it to the IRB for approval.

A copy of all consent and assent (if applicable) forms will need to be uploaded to your proposal. See <http://www.defiance.edu/offices/irb.html> for sample consent and assent forms.

If participants are 18+ years-old the participants should provide consent for themselves. If participants are younger than 18 years-old or if participants are over 18 and a parent or other family member has guardianship (for example, an adult with special needs may have a guardian) consent must be provided by the guardian.

If consent is to be given by the parent an optional courtesy is to ask the participants for assent. This allows the participant an opportunity to agree or decline to participate in research. Please note that you must have consent from a parent or guardian for the minor to participate in research; assent alone is not adequate.

The principle investigator and the faculty research advisor must both sign the proposal before it can be reviewed by the IRB.

All faculty, staff and students must provide proof that they have completed the on-line training on the ethical treatment of human subjects (see Important Links and Information on page 1 of this document)

#### **Research Proposal Checklist**

- Completed electronic proposal (all questions answered)
- Copies of all surveys, interviews, or documents that you will be using in your research
- Copies of all consent (and assent, if applicable) forms
- Confirmation that all relevant parties (students, faculty, staff) have completed the on-line training on the ethical treatment of human subjects
- Faculty and Principle Investigator Signatures