For Office Use Only:
Date Reviewed:_____ **IRB Case No:**_____

Action:
☐**Approved** ☐**Exempt** ☐**Expedited** ☐**Full** **IRB Reviewer:**_____
☐**Not Approved**

SAMPLE APPLICATION FOR THE CONDUCT OF RESEARCH INVOLVING HUMAN PARTICIPANTS INSTITUTIONAL REVIEW BOARD (IRB)

The Mount Aloysius College IRB reviews all requests to conduct research involving human participants. It is the Investigator's responsibility to give complete information regarding procedures and the informed consent process. If the principal investigator is a student, the application must be approved and signed by the applicant's faculty sponsor and the Department Chair.

After completing the application and obtaining required signatures, one original of the application and all supporting materials must be forwarded to **the IRB Chair, Academic Hall, Room 106.**
The IRB Chair will notify each applicant of the IRB's decision. If you have questions, please contact the IRB Chair at (814) 886-6435.

The Principal Investigator must supply the required documentation listed below:
☐ A copy of all questionnaires or survey instruments
☐ Informed consent document(s) or minor assent document(s)
☐ Debriefing statement(s)
☐ Letters of approval from cooperating institutions (if appropriate)
☐ All required signatures

Please type responses.

PROJECT TITLE: DIRECT AND INDIRECT RELATIONS BETWEEN WORDS

1. Principal Investigator's Name John Doe and Jane Smith
(If more than one principal investigator, provide supplementary page with contact information.)

Department Psychology Phone 555-5555

Mailing Address Box ABC Mount Aloysius College, Cresson, PA 16630

Email JDsta@student.mtaloy.edu; JSstb@student.mtaloy.edu____

Faculty Sponsor Dr. Laura Lansing Phone 886-6435

Department Psychology

Is this a class project? yes X no ☐ Thesis? yes ☐ no X Other _____

2. Project Start Date: 9-01-2013 Project End Date: 4-15-2014

3. Is a proposal for external support being submitted? yes ☐ no X

Agency or Sponsor: _____ Deadline: _____
If yes, you must submit one complete copy of the proposal with this application.

a. Is this a continuation of an IRB project? yes ☐ no X
If yes, previous IRB case number: _____

4. **PROJECT DESCRIPTION***: The IRB must have sufficient information about what will happen to the participants in order to evaluate and estimate possible risks. Assurance from the investigator, no matter how strong, will not substitute for a description of the transactions between the investigator and subject. Provide a brief, nontechnical summary of the proposed research.*

Participants will be given two informed consent forms to read and sign upon their arrival. In the experiment participants will presented with two words on each of ten trials. They read the first word and then say the second one aloud as quickly as possible. Five sets of words will not be related. The other sets will be related in a way. Those pairs will be related like SHEEP-GOAL. In this case, the idea is that SHEEP could "turn on" GOAT, and then GOAT could "turn on" GOAL. SHEEP would "turn on" GOAT because they are related in meaning, and then GOAT would "turn on" GOAL because they are related in sound. So, SHEEP and GOAL are only indirectly related. Participants will be timed as they complete each trial. At the end of the session, each participant will be debriefed.

5. PARTICIPANT SELECTION:

Will participants be less than 18 years of age? Yes X No ☐

Age range of participants From 18 To 60

Will participants be students at Mount Aloysius College? Yes X No ☐

How many participants will participate? 50

How will participants be selected, enlisted or recruited*?* Participants will be recruited from general psychology classes. Students will receive extra credit points for participation at the discretion of their professors. If a student's professor is offering extra credit but a student does not want to participate, then that student will be given an opportunity to assist the experimenters or an equivalent assignment from the professor.

6. **INFORMED CONSENT PROCESS:** *Describe the informed consent process and attach a copy of all consent and/or assent documents.*

Each participant will receive two copies of the informed consent form to read. The experimenters will read the form aloud and ask each participant if he or she has any questions. All questions will be answers to the participant's satisfaction.
See the attached copy of the form.

7. DEBRIEFING PROCESS: *Describe the debriefing process and attach a copy of all debriefing statements.*

After all participants have completed the experiment, debriefing forms will be distributed. The experimenters will read the debriefing statement aloud as the participants read along. The experimenters will then answer all questions to the participants' satisfaction. If any participant is disturbed in any way, the experimenters will try to alleviate the distress. If they are unable to do so, they will contact their supervising professor immediately. If their professor is not available, they will contact the College Counseling Office.

8. PROCEDURES: *Provide a step-by-step description of each procedure, including the frequency, duration, and location of each procedure.*

After the informed consent process described above, each participant will be seated at a computer. An experimenter will explain the procedure. When told to begin the participant will press the enter key and two words will appear on the screen. The participant's job will be to read the first word quietly and then read the second word aloud as quickly as possible. The participant's response time will be recorded. The participant will wait for the experimenter to indicate that the enter key should be pressed again. The second set of two words will appear on the screen. This will continue until ten trials have been completed. The experimenter will explain the research to the participant. The participant will be given a debriefing form, which he or she will read as the experimenter reads it aloud. The participant will have his or her questions answered and will then be excused. The entire procedure should take no more than 20 minutes.

9. CONFIDENTIALITY AND ANONYMITY: *How will participants' privacy be maintained and confidentiality be guaranteed?*

The informed consent forms will be kept separate from the data sheets and will be kept in a secure location in Dr. Hastings' office. The data sheets will be coded so that no participant names will be paired with their responses. They too will be kept in a secure location. At no time will a participant's name be used in a written or oral report of any kind. The informed consent forms and data sheets will be destroyed at the end of the semester, unless the research is on-going, in which case the above mentioned will be destroyed at the conclusion of the project.

10.* RISKS*: *Describe all known and anticipated risks to the participant including side effects, risks of placebo, risks of normal treatment delay, etc. Also include how you will handle any risks you acknowledge.*

The participants should be subject to no more than minor risk. They may be bored with the task, and some may feel like they wasted their time. If someone is particularly sensitive to reading computer screens, that person may experience a slight headache. If a participant develops a headache, the individual will be given the opportunity to stop participation with no negative consequences. The individual will also be given the name and location of the school nurse. Any other problems will be directed toward our faculty sponsor or the chair of the IRB.

PARTICIPANT BENEFITS*:* *Describe the anticipated benefits. Do not include benefits to the researcher(s)*.

Participants will have the opportunity to experience what it is like to be part of psychological research. Participants may also learn something about how the human

brain works. If significant results are found, the researchers will submit it to the next EPA conference and hopefully share it with others.

RESPONSIBILITIES OF THE PRINCIPAL INVESTIGATOR:

- *Any additions or changes in procedures in the protocol will be submitted to the IRB for written approval prior to these changes being put into practice.*
- *Any problems connected with the use of human* participants *once the project has begun, must be brought to the attention of the IRB Chair.*
- *The principal investigator and his or her designee are responsible for retaining Informed Consent Documents for a period of three years after the completion of the project.*

The principal investigator may not initiate any research involving human participants until written notification of IRB approval or compliance with any and all contingencies made in connection with said approval has been received. *Failure to provide all required information will result in return of your IRB application for correction prior to IRB review.*

SIGNATURES: *I certify to the best of my knowledge the information presented is an accurate reflection of the proposed research project and that I intend to comply with the letter and spirit of the Mount Aloysius College Policy on the Protection of Human Participants in Research.*

A. _____ _____
Principal Investigator Date

B. Approval by faculty sponsor (required for all students):

I confirm the accuracy of this application, and I accept responsibility for the conduct of this research, the supervision of human participants, and maintenance of informed consent documentation as required by the IRB.

_____ _____
Faculty Sponsor Date

C. Approval by Department Chair (required for all students):

I confirm the accuracy of the information stated in this application. I am familiar with, and approve of the procedures that involve human participants.

_____ _____
Department Chair Date