PROPOSAL FOR RESEARCH INVOLVING HUMAN SUBJECTS

SUNY Polytechnic Institute
100 Seymour Road
Utica, New York 13502

Principle Investigator

Name _____
Email address _____
Phone _____

List of collaborators _____

Date completed CITI training (required) _____
https://www.citiprogram.org

Please complete the following and return this form to the IRB committee via humansubjects@SUNY Poly.edu. You may also direct any questions you have to this same e-mail address. Note that grant proposals for research involving human subjects must be reviewed and approved by the committee before submission to the funding agency.

1. Title of proposal

2. Objectives of Research Study

Provide a summary statement of the proposal including the generic problem or question to which the study is addressed (not specific hypothesis or procedures) written in language understandable to a layperson.

3. Subjects

Below you are asked to describe the population involved in your study and the requirements for using this particular research sample.

(*Note that some populations require special care in the research setting as described in the Belmont Report <http://www.hhs.gov/ohrp/policy/belmont.html> . These include but are not limited to groups such as prisoners, children, the mentally disabled, or groups whose ability to give voluntary informed consent may be in question. If your study involves minors (persons who are 17 or younger), please also describe what measures you will take to protect their rights (e.g. parental consent, approval by school administrators, etc.))*

a. Describe the population your research will encompass and how you will identify and recruit research subjects. Include the number of subjects in this study.

b. Describe the potential risks to research subjects.

Potential physical risk:

Potential psychological risk:

Potential social risk:

Potential legal risk:

Other potential risks:

c. Describe measures taken to protect the human rights of research subjects.

4. Procedures

In this section, please provide a description of the procedures to be followed during the course of the investigation. ***Research involving risks to subjects may be performed by faculty only in those cases where the IRB is satisfied that the benefits of the research warrant the level of risk involved.***

a. Procedures followed by the researcher, including procedures that maintain confidentiality and mitigate harm to subjects.

b. Experiences of research subject during participation in the experiment or study

c. Instructions given to research subjects

d. The nature of the tasks they are required to perform

e. Informational or interpersonal feedback that subjects receive during procedure

f. Total time required for participation

g. Locale of the experiment

h. Debriefing Procedures

i. Describe the type of analysis you will perform on your research data.

5. Consent

A copy of the consent form given to each subject must be attached. The consent form may contain the following information or you may choose to use the attached consent form template.

a. Objectives of the experiment

This section may resemble #3 above, but need not reveal any information that would undermine the validity or obviate the effectiveness of the experimental procedures.

b. Procedures

Provide a general description of the types of tasks and experiences the person can expect during his or her participation in the experiment.

c. Risks and Benefits of Participation

A statement of the level and nature of positive and negative incentives associated with participation in the experiment.

d. Potential Benefits

Assess the potential benefits to be gained by the individual subject, as well as benefits that may accrue to society in general, because of the planned research.

e. Informed Consent

Describe the informed consent procedures to be followed, including how and where informed consent will be obtained. Be sure to include contact information for the researcher and the IRB.

f. Withdrawal Option

Provide a statement to the effect that the subject is free to withdraw his or her consent and to discontinue participation in the experiment or study at any time and that withdrawal will have no adverse effect on their current or future relationship with SUNY POLY, the researcher, or any other concerned parties.

g. Date and signature of the subject

Sample Consent Form for

You are being invited to participate in a research study. Please take a few moments to read the explanations that follow to help you decide whether to participate or not.

Description of Study

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Risks and Discomforts

Possible Benefits

Confidentiality of Records

Contact Information for Researcher (include SUNY Polytechnic Institute email address) and IRB Chair

Statement that Research is Voluntary

Statement of Consent

I have read the above information, and have received answers to any questions I have asked. I freely consent to take part in the study.

Your Signature _____ Date _____