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Institutional Review Board for Human Subject Research (IRB)

APPENDIX C: UNDERGRADUATE AND MASTER’S DEGREE STUDENT RESEARCH PROTOCOL FORM

**Student PI Name**

**Project Title**

***Instructions: Answer all of the questions below, include as much detail as possible. If not applicable, indicate NA. DO NOT leave any questions blank.***

**Participants in Your Project**

1. Who are your intended participants? (Describe how who you will include or exclude from this research.)
2. How many participants will participate in your research?
3. How will you recruit, select or contact them?
   1. If the study will use an online survey: will you recruit subjects by email? (indicate NO or YES)
      1. If YES, Has your plan to obtain email addresses been approved by the person, office or organization that will provide you with those addresses? (YES or NO)

*(As a reminder survey tools must be provided as a separate attachment in addition to the URL)*

* 1. Will you recruit participants through social media platforms? (indicate NO or YES)
     1. IF YES, Describe which platforms and how you will recruit participants.
  2. Will you recruit participants by some other means? (indicate NO or YES)
     1. IF YES, describe the methods of recruiting participants.

1. Explain how the rights, identity and confidentiality of your subjects will be protected.
2. Describe the process for ensuring participants confidentiality, throughout the study from participant recruitment to data collection to dissemination of the results.
3. If the project involves vulnerable subjects or sensitive research topics, describe any additional procedures that will be taken to protect these participants.

**Informed Consent:**

1. Indicate the type(s) of consent you will use: (Select all that apply). *(Note this must match the application cover page) Passive Active Assent Waived*
2. Describe your plans for consenting participants:

*(NOTE: Sample Informed Consent Statements are available here:* [*http://www.wpunj.edu/osp/irb/irb-forms.dot*](http://www.wpunj.edu/osp/irb/irb-forms.dot)*)*

* 1. Who will be responsible for obtaining informed consent?
  2. Describe when, where and how consent will be obtained.
  3. For projects that include children or other participants who cannot provide consent for themselves, will active consent be provided by a parent, guardian or legal representative before the subject has the opportunity to assent to participate? (indicate NO or YES) or NA for projects that do not require this)
     1. Please explain why and describe how this will be accomplished.
  4. Will a witness be required to confirm the subject’s voluntary participation in the research or the understanding of their rights? (indicate NO or YES)
     1. IF YES, Please explain why and describe how this will be accomplished:
  5. How and where will you safely and separately store signed consent statements?
  6. How long do you intend to retain the consent statements?
  7. How will you destroy the consent statements?

**Location of the research:**

1. Describe the location of your study.
2. If your project will be conducted at a non-WP site, describe the process for obtaining permission for these sites, the process for obtaining IRB approval for these sites if needed, and your plan for securing new locations if permission or approval is not provided.
3. If you have some other affiliation to any of the sites where you will conduct your research (such as you are employed, an intern here, etc.), please describe this affiliation.

**Benefits of the Study** (Note **NONE** is not an acceptable response to this question.)

1. What are the benefits of this research? Specify the benefits to the participant and the benefits to the researcher separately.
2. Are there any direct benefits to the participants? (indicate NO or YES)
3. How will this information add to the general body of knowledge for your area of study?

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**Risks of the Study** (Note **NONE** is not an acceptable response to this question.)

1. What are the physical or emotional risks to the participant?
2. How do you plan to minimize these risks?

**Compensation:** If participants are to be compensated, describe the following:

1. How you will ensure equitable compensation for all participants?
2. Source of the funding.
3. Methods of compensation.

**Research Methods**

1. What is the intent or goal of the study?
2. What is your hypothesis supporting this research?
3. What is the research design of the study? How will the study be conducted?
4. What is the anticipated outcome of the research?
5. How will you use the results of this research?

**Data Collection and Storage**

1. What information will be collected? In what format will data be collected? (i.e.: paper survey, interview notes, audio recordings, video recordings, checklists, etc.) If the data you collected will be transferred/transcribed into another format, what is that format?
2. How will information be collected?
3. For surveys, provide the name of the resource (i.e.: Qualtrics) and an active URL for the survey.

***You must also attach a printed version of the complete online consent statement and survey to this form.***

* 1. Name of Online Survey Resource:
  2. URL of Survey for IRB Review:
  3. Does this Online Survey Resource allow you to identify participants?
  4. How will the Online Survey Resource provide you the results of the survey?

1. Describe the process for the safe and secure storage of all data collected from participants.
2. How will you analyze your data?
3. How and where will you safely store the original data you collect?
4. How long do you intend to retain your original data?
5. How will you destroy the original data?I