

**DIRECTIONS FOR THE
SUMMARY OF PROPOSED RESEARCH
FOR INSTITUTIONAL REVIEW**

Note: It is your responsibility to read the full guidelines for human subjects research to ensure that your research provides your subjects with proper safeguards. These guidelines are entitled to Robert Morris College Administrative Policies and Procedures – Subject: Institutional Review Board. They are located in with a copy sent to each Division Chair.

Introduction: The IRB must approve all research conducted under the aegis of Robert Morris College before the research is begun. The IRB committee will generally respond to expedited and exempt research proposals in approximately two weeks. If the IRB determines that a full review is required, it will inform you. Full review proposals should be submitted one month prior to the full committee which meets in October, January, and March.

In order for the IRB to act on your proposed research, three copies (one copy if the study is exempt) of the following must be submitted to the IRB Chairperson.

1. Your completed Summary of Proposal Form (preferably typed).
2. Your procedures for informing the subjects of their rights and procedures within the study. This may take the form of a cover letter (i.e., anonymous surveys) or a full informed consent document.
3. Any forms, questionnaires, interviews or other protocol you will require the subjects to complete.

Please contact the IRB Chair, _____, for more information and for handouts that outline the regulations governing IRB and the procedures for developing an informed consent or cover letter document @ _____

**SUMMARY OF PROPOSED RESEARCH
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Date of submission: _____

Researcher: _____

Program: _____

Address: _____

Phone: _____

e-mail: _____

Title of Proposed Research Project:

If this research is being conducted under the supervision of an advisor and/or committee, please provide the following information.

Research advisor: _____

Phone: _____

Other faculty committee members:

Are human subjects involved in your study? _____ yes _____ no

Are any subjects under 18 years of age? _____ yes _____ no

Are any subjects unable to consent for themselves? _____ yes _____ no. If yes, explain how informed consent will be obtained:

Statement of the problem and the rationale for the study:

Do you think this proposal qualifies for exemption from a full IRB review? Exempt ____yes ____no
Expedited ____yes ____no

If yes, indicate your reasoning (refer to the IRB Definitions Summary and/or the full guidelines for details):

Describe the subjects to be used in the study (i.e., source and selection of subjects, specific characteristics):

Indicate the time and type of involvement which will be required of each subject:

Do subjects have any condition that would necessitate their classification as handicapped, exceptional, mentally ill, or do they have a psychological or medical disorder? _____ yes _____ no
If yes, explain how you will obtain informed consent:

Duration of the study: _____
Number of subjects: _____

Summarize the methods and/or techniques for carrying out the proposed study:

Are there any deceptive elements in this study? yes no If yes, describe the deception, why is it necessary, and the specific debriefing procedures to be used to inform the subjects of the true purposes of the study.

Is this proposal being submitted to other IRB-Human Subjects Committees? yes no
If yes, list those committees and submit with this form a copy of the document indicating such action.

Summarize your background, experience, and training that gives you the necessary competencies to carry out the proposed study and interpret the results (or indicate your plans to develop the necessary competencies):

Please read and sign the following statement: In my opinion, the procedures for this study meet the principals for conduct of research involving human subjects as outlined in Robert Morris College's Administrative Policies and Procedures – Subject: Institutional Review Board.

yes no _____
Signature Date

If the above research is to be done by a student, then the signature of the research advisor is required below.

Advisor – please read and sign: In my opinion, the procedures for this study meet the principles for conduct of research involving human subjects as outlined in Robert Morris College's Administrative Policies and Procedures – Subject: Institutional Review Board.

yes no _____
Advisor's Signature Date