

## Completion of Application

As mandated by the federal government (45 CFR 46), all research dealing with human subjects conducted by SNU faculty and/or postdoctoral, graduate, and undergraduate students must be reviewed by the SNU IRB. The purpose of the IRB is to ensure that the rights and welfare of the human subjects are properly protected. The following steps will enable you to complete an IRB application quickly and completely.

1. Read through the Application for Review of Human Subjects Research and the Guidelines (available at the IRB office, Science 433)

2. Determine the type of review appropriate for your research project. If you are unsure about how to make this determination, please contact the IRB Executive Secretary for assistance.

3. Complete the application with a response to each question, even if your response is “not applicable.”

4. If an Informed Consent Form is appropriate for your research, follow the sample consent form attached to the application or found in the Guidelines. If you are not sure whether an Informed Consent Form is appropriate for your research, please contact the IRB Executive Secretary for assistance.

5. Sign the first page of the application and obtain a signature of your major professor or research advisor on the first and seventh page of the application.

6. Obtain the signatures of your department head and college research director on page 7 of the application.

7. Follow the Checklist for Application Submission on page 7 of the application to ensure all necessary elements of the application process have been completed and the necessary materials have been included.

8. Prepare the appropriate number of copies of the application packet (see page 7 of the Application) for the type of review you are requesting.

9. Submit the application packet (application, research outline or thesis/dissertation methods chapter, informed consent form, if appropriate, testing instruments, etc.) to the IRB Executive Secretary, Science 433.

10. Call the Executive Secretary at (405) 491-6323 or stop by Science 433 if you have questions during any stage of the submission process. It is easier to obtain a few answers early in the application process than to correct a completed application.

IRB# \_\_\_\_\_

**APPLICATION FOR REVIEW OF HUMAN SUBJECTS RESEARCH  
(PURSUANT TO 45 CFR 46)  
SOUTHERN NAZARENE UNIVERSITY INSTITUTIONAL REVIEW BOARD**

THIS FORM MUST ACCOMPANY ALL REQUESTS AND MAY NOT BE  
RETYPE D OR REPRODUCED  
PLEASE TYPE ALL INFORMATION OTHER THAN SIGNATURES

**Title of Project** (please type): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_

**Please attach copy of research, project, thesis, or dissertation proposal.**

I agree to provide the proper surveillance of this project to ensure that the rights and welfare of the human subjects are properly protected. Additions to or changes in procedures affecting the subjects after the project has been approved will be submitted to the committee for review.

**PRINCIPAL INVESTIGATOR(S):**

(If student, list advisor's name first) (Signatures are required)

\_\_\_\_\_  
Project Director/Instructor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
College

\_\_\_\_\_  
Project Director/Instructor E-Mail  
Number

\_\_\_\_\_  
Campus Phone Number/Fax

\_\_\_\_\_  
Student's Address

\_\_\_\_\_  
E-Mail Address/Phone Number

TYPE OF REVIEW EXPECTED: [ ] EXEMPT [ ] EXPEDITED [ ] FULL BOARD



4. What measures or observations will be taken in the study? Copies of any questionnaires, tests, or other written instruments that will be used must be included.

5. Will the subjects encounter the possibility of stress or psychological, social, physical, or legal risks that are greater, in probability or magnitude, than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests?

Yes [ ]                      No [ ]

If yes, please describe.

6. Will medical clearance be necessary before subjects can participate due to tissue or blood sampling, or administration of substances such as food or drugs, or physical exercise conditioning?

Yes [ ]                      No [ ]

If yes, please describe.

7. Will the subjects be deceived or misled in any way?

Yes [ ]            No [ ]

If yes, please describe.

8. Will there be a request for information that subjects might consider to be personal or sensitive?

Yes [ ]            No [ ]

If yes, please describe.

9. Will the subjects be presented with materials that might be considered offensive, threatening, or degrading?

Yes [ ]            No [ ]

If yes, please describe.

10. Will any inducements be offered to the subjects for their participation?

Yes [ ]                      No [ ]

If yes, please describe.

If extra course credit is offered, what alternative means of obtaining additional credit are available?

11. Will a written consent form be used?

Yes [ ]                      No [ ]

If yes, please include the form, and if not, please indicate why not and how voluntary participation will be secured.

**Note:** The attached Consent Form Guideline illustrates elements that must be considered in preparing a written consent form. Conditions under which the IRB may waive the requirements for informed consent are to be found in 45 CFR 46.117 (c), (1) and (2). Examples of approved informed consent forms are on file in the IRB office, at 6729 N.W. 39<sup>th</sup> Expressway, Science Building, Office 433.

12. Will any aspect of the data be made a part of any record that can be identified with the subject?

Yes [ ]                      No [ ]

If yes, please explain.

13. Please describe, in detail, the steps to be taken to ensure the confidentiality of the collected data.

14. Will the fact that a subject did or did not participate in a specific experiment or study be made a part of any record available to supervisor, teacher, or employer?

15. Describe the benefits that might accrue to either the subjects or society.  
(See 45 CFR 46, Section 46.111 (a)(2).)

\_\_\_\_\_  
Signature of Chairperson or Project Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department or Administrative Unit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of College/Division Research Director

\_\_\_\_\_  
Date

---

Checklist for Application Submission

- Proposal
- Informed Consent Form/Assent
- Prospectus Form (proof of prospectus presentation)
- Outline or script to be provided prior to subjects' volunteering
- Instrument(s) (questionnaire, survey, testing, field)
- Curriculum Vita (not necessary for Exempt review)
- Departmental/College/Division Signatures

Number of copies to be submitted:

- Exempt Review: 2 copies
- Expedited Review: 3 copies
- Full Board Review: 7 copies

## CONSENT FORM GUIDELINE

"I, \_\_\_\_\_, hereby authorize or direct  
(Participant's name)  
\_\_\_\_\_, or associates or assistants of his or her choosing,  
(Researcher's name)  
to perform the following treatment or procedure."

**NOTE:** The researcher should include the following elements in his/her description of the procedure:

1. Procedure – describe the general procedure. Specifically indicate (if relevant) that portion of treatment or procedure that is experimental.
2. Duration of subject's participation.
3. Extent, if any, to which confidentiality of records identifying the subject will be maintained.
4. Possible appropriate alternative methods of treatment (if relevant).
5. Possible discomforts or risks.
6. Possible benefits for subjects/society.

This is done as part of an investigation entitled \_\_\_\_\_

The purpose of the procedure (or treatment) is \_\_\_\_\_

"I understand that participation is voluntary, that there is no penalty for refusal to participate, and that I am free to withdraw my consent and participation in this project at any time without penalty after notifying the project director."

I may contact \_\_\_\_\_ at phone number \_\_\_\_\_. I may also contact the SNU IRB, 6729 N.W. 39<sup>th</sup> Expressway, Bethany, OK 73008; (405)491-6323.

I have read and fully understand the consent form. I sign it freely and voluntarily. A copy has been given to me.

_____	_____
Date	Time (am or pm)
_____	_____
Signature of Participant	Person authorized to sign for subject (if required)
_____	_____
Witness (if required)	Witness (if required)

"I certify that I have personally explained all elements of this form to the subject or his/her representative before requesting the subject or his/her representative to sign it."

\_\_\_\_\_  
Project Director or his/her authorized representative

**NOTE TO RESEARCHER(S):** There are circumstances under which (a) some or all of the elements in the above form may be altered or waived and/or (b) the requirement for the consent form to be signed may be waived. See 45 CFR 46, Sections 46.116 and 46.117, or contact the IRB at (405)491-6360.

## Other Things You Need to Know

**Informed Consent:** The consent form must inform the subject of what will be required and approximately how long it will take. The form must be written in language the subject can understand (explain technical terms). Children cannot participate. The subject is to be informed they can withdraw at any time. A checklist and sample forms are available.

**Deception:** Research involving deception has been approved in the past but the IRB will scrutinize whether, and to what extent, the deception is really necessary.

**Risks to Subject:** Risks should be minimized. The IRB will evaluate whether risks are necessary and whether the benefit of the research outweighs the risks. Subjects should be informed of risks

**Future Use of Photographs, Videotapes, and Audio Tapes:** It is very difficult for subjects to give valid consent to unknown future uses of these items. The IRB will scrutinize these requests because the subjects may be identifiable, and particularly where the subject matter is sensitive. This includes future classroom use as well as use in future research projects.

**Noneducational Surveys:** Noneducational surveys conducted in class present problems of confidentiality as well as duress. This is particularly a problem when subjects are asked to disclose illegal activities or emotional problems. Subjects must be told they do not have to participate and steps to maintain confidentiality must be taken.

Use of too many identifiers such as age, gender, race, hometown, etc. can identify individual respondents. Avoid asking for more identifying information than is necessary. Astute respondents will leave some key identifiers blank if they feel you are identifying them too well. Use code numbers if there is a need to link responses from several surveys.

For more information [irbboard@snu.edu](mailto:irbboard@snu.edu) or call (405) 491-6323.

## Frequently Asked Questions

Q: In a survey or questionnaire study, what type of measures should require expedited review vs. exempt review? Does sensitive or personal information in such a study ever require full board review?

A: **Exempt** questionnaires are anonymous with no identifiers and absolutely cannot be linked to the respondent. Coded surveys allowing for follow-up, as well as surveys requesting commonly sensitive information from adults will be **expedited**. All applications dealing with special subjects, i.e., children, pregnant women, prisoners and the mentally infirm go **expedited with special population or full board**.

Q: In survey studies, what type of measures necessitate use of a consent form?

A: Use a **consent form** when a request for demographics and identifiers are associated with the survey.

Q: What steps are acceptable for rendering data sheets anonymous?

A: Blacking out names is not effective on originals; cut off names and assign subject codes.

Q: Do we want the name of the undergraduate on an application even though the major PIs are listed?

A: The answer is "Yes," if the undergraduate student is involved in the conduct of the research.

## MEMORANDUM to ADULT STUDIES AND GRADUATE STUDENTS

From The Institutional Review Board

September 11, 1998

TO: All Adult Studies and Graduate Students

Re: SNU Institutional Review Board Requirements & Website

The Southern Nazarene University Institutional Review Board will review all proposed research projects involving human subjects at Southern Nazarene University. Complete information regarding the duties, rules, and regulations of the Board can be found on the SNU website.

A few items to remember prior to submission to the Board:

- A prospectus meeting must be complete prior to submission and the prospectus form included with submission.
- The IRB Human Subjects Request Form must be included with submission. (Note: retyping of this form is not permitted and will be rejected by the Board.)
- The IRB Human Subject Request Form must be signed by the student and the project chairperson prior to submission.
- E-mail may be sent to the Board at [irbboard@snu.edu](mailto:irbboard@snu.edu)

Please direct any questions to the email address above or call 491-6323.