

**IRB Application**

The goal of the Amridge University IRB is to assure that the use and treatment of human subjects participating in research at the University is ethical and in compliance with established standards. The task of the IRB is not to evaluate the soundness of the research, the merits of the research design, nor the contributions of the research to the larger scientific literature. Rather, the IRB is charged with evaluating a project’s compliance with ethical standards in regard to issues such as informed consent, confidentiality, use of deception, and potential risk to participants. Official communications between research investigators and the IRB will be via email (irb@amridgeuniversity.edu). The Principal Investigator, even if a student, should communicate directly with the IRB.

Your proposed research may not proceed unless approved by the IRB. Your ethics training certificate and all recruitment materials (e.g. informed consent form, interview guide, permission letters, etc.) must be included with this application.

|  |  |  |
| --- | --- | --- |
| Principal Investigator:  | Phone #: | Email address: |
| Dissertation Chairperson (if applicable):  | Phone #: | Email address:  |
| College/School: [ ]  College of Business and Leadership [ ]  College of General Studies[ ]  School of Education and Human Services [ ]  Turner School of Theology  | Principal Investigator is: [ ]  Student [ ]  Faculty Member [ ]  Staff  |
| Project Title: |
| Type of Research (Please note that the IRB has the final determination of the review type): [ ]  Exempt [ ]  Expedited Review [ ]  Full Review |
| **Participant Population & Recruitment:***Include the approximate number of participants, gender, and age(s). Describe exactly how potential participants will be identified and recruited, and be sure to include all recruitment materials (i.e. recruitment letter, flyers, social media posts, etc.) in the appendix.*  |
| **Site/Organization Permission:***If the site of a private organization is used for recruiting or data collection or participants will be recruited using proprietary organizational information (private member lists, clients, etc.), explain this process here. If so, explicit permission from an authority figure of the organization on organizational letterhead should be included in the appendix.* |
| **Informed Consent:** *Explain (a) who will obtain informed consent and (b) when participants will be asked to provide informed consent form. Also, you must include a copy of the Informed Consent Form in the appendix.* |
| **Research Procedure:** *Describe the research design and procedure. Describe exactly what is to be done to/with participants and what they will be expected to do. Specify the total time it will take for any participant to participate, the number and duration of sessions for each participant, and the time period over which a participant will participate.* ***VERY IMPORTANT:*** *The focus of this section should be on the procedures regarding the participants themselves. There is no need to provide an in-depth discussion on why the specific methodology was chosen. All instruments/protocols (including interview questions, surveys, etc.) must be included in the appendix.* |
| **Benefit & Risk:** *If this study has no more risks than everyday life, you must state that explicitly. Have the risks involved been minimized and are they outweighed by the benefits? If more than minimal risk is involved, you must explain what additional measures will be taken to ensure participant safety.* |
| **Anonymity or Confidentiality:** *Describe how either anonymity or confidentiality of participants will be maintained. Please note that anonymity cannot be promised if a participant signs an informed consent form.*  |
| **Audio and/or Video Recordings (if applicable):** *Explain the disposition of any applicable recordings. Clearly and explicitly state how long these will be kept, where they will be stored, and when they will be destroyed.*  |
| **Data Storage:** *Explain where and how all data will be stored (all data must be kept for a minimum of 5 years).*  |
| **Compensation:** *If participants will be compensated in any way, you must explain the method and amount of payment. If no compensation will be provided, please state so.* |
| **By typing my name below, I certify that I am knowledgeable and agree to comply with all regulations and policies governing research with human participants.** **Principal Investigator:** **Date:****Dissertation Chairperson: Date:**  |
| **Your ethics training certificate, instruments/protocols, and recruitment materials must be included in the Appendix.** |

**Appendix**