**Institutional Review Board**

IRB Request for Expedited or Full Review

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| Name of Principal Investigator: |  |
| Title of Study: |  |

Instructions: Complete all items on this form. The table format used on this form will expand as you enter text.

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| **Subject Recruitment and Requirements** |
| 1. What type and how many human subjects will you require? |
| 1. Where and how do you propose to recruit subjects? |
| 1. a. If your study involves subjects in institutions other than MSUM (schools, hospitals, other agencies), how will institutional consent be obtained? A signed letter of permission from an institutional representative is required. Attach copy to proposal.   b. If your study involves data retrieval and/or staff consultation with offices at MSUM (Institutional Effectiveness, Academic Support Center, Athletics, Career Development Center, etc.) please obtain a letter of support from the respective office and attach a copy to proposal. |
| 1. How much time will be required of each subject? |
| 1. Will subjects be compensated for participation? Yes No |
| If yes, please specify: |
| 1. Is confidentiality assured? Yes No |
| If yes, how? |
| If no, why not? |
| 1. What benefits do subjects obtain by participating? |

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| **Subject Risk** | | | |
| Certain practices are generally to be avoided. If any are included in the proposed study, check the blank next to the appropriate category and justify with attachments. | | | |
| Deception | Pain/threat/averse stimulation | Embarrassment | Invasion of privacy |

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| **Informed Consent** |
| A copy of the signed Informed Consent form must be given to subjects or guardians. For surveys and questionnaires that do not involve sensitive topics or minors, return of the questionnaire can be taken as implying consent. However, a cover letter must be included which contains the elements of consent and gives enough information about the survey that the subjects can choose to participate or not. Attach copy of cover letter if appropriate. |
| ***Minors and/or Adults Incapable of Giving Consent*** |
| 1. Will your study use minors or adults legally incapable of giving consent?  Yes No |
| 1. Is informed consent form, method of obtaining assent, and/or cover letter attached? Yes No |
| ***Consenting Adults*** |
| 1. If subjects are of legal age and capable of giving consent, how will consent be obtained? |
| 1. Is informed consent form or cover letter attached? Yes No |

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| **Debriefing** |
| 1. Will subjects be provided with feedback about the study? Yes No |
| If yes, when and how? |
| 1. Is a debriefing form attached? Yes No Include debriefing statement when applicable. |
| 1. If deception has been used, how will the subjects be informed? |
| 1. What follow-up supports will be available if subjects experience undesirable consequences of participation? |

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| **Materials** |
| 1. What questionnaires, inventories, tests, or other instruments will be used? Attach copies of investigator-prepared materials or a description of commercially prepared or copyrighted materials. |
| 1. Will you make audio-tapes, video-tapes, or photographs of subjects? Yes No  Consent must be obtained from subjects in the informed consent form for these types of materials. Include statements about assurance of confidentiality, the planned use and eventual disposition of these materials (i.e., use of materials at conferences, published research, posting to the internet). |
| 1. What electrical, electronic, or mechanical equipment will be used? If any have been specially constructed or modified for use in this study, provide a description with sufficient detail so that any physical danger may be assessed. Supplementary documents may be attached if necessary. |