

## **Guidelines of an Application for the Conduct of Research Involving Human Subjects**

University policy requires that all research involving human subjects be reviewed by the Institutional Review Board. In completing the application, be aware that the persons reviewing it may be unfamiliar with the field of study involved. Present the request in typewritten form and in non-technical terms. **Data collection may not begin until written approval is received from the IRB.** Submit signed proposal to the IRB Administrator, College of Graduate Studies and Research, Minnesota State University, Mankato, 115 Alumni/Foundation Center, Mankato, MN 56001. Incomplete proposals will be returned without review.

Please be advised that what follows is an outline for an IRB proposal. Please use as much space as necessary when you submit the proposal. The proposal must include the following sections:

### **I. General Information**

#### **a. Principal Investigator(s)**

For the purposes of the IRB any research under the auspices of Minnesota State University, Mankato must have an MSU faculty member or MSU professional employee as the responsible person.

**Department**

**Address**

**Phone number**

**E-mail address**

#### **b. Secondary Investigator (Student)**

Persons who will be the primary researchers conducting the research (e.g., graduate students for thesis or alternate plan paper research).

**Address**

**Phone number**

**E-mail address**

#### **c. Whom should the IRB contact regarding this proposal?**

#### **d. Project Title**

#### **e. Proposed study dates**

**f. Location of project**

Identify the actual site where human subjects will be participating. Note: Include a letter indicating permission of the institution to allow the research to be conducted there.

**g. Source of funding (if any)**

Include funding that has been awarded or has been applied for.

**II. General Purpose of the Research Project**

Why are you doing the project and what do you hope to find out?

**III. Project Description**

What are you going to do?

How will data be obtained?

What will happen to subjects and the data they provide?

How will subjects be selected or recruited?

What are the potential risks and benefits to the subjects? How will these risks be managed and minimized? In addition to physical harm, potential risks may include emotional stress and discomfort, and undesirable social, economic, and financial consequences.

**IV. Description of Subjects****a. Ages of subject****b. Number of subjects****c. Characteristics of subjects**

(e.g., who will the subjects be? Are they members of a vulnerable population, students, or all of one race or gender?)

**V. Protection of Subjects' Rights**

How will the subjects be informed of the intent of study, potential risks to them, and their rights regarding participation?

How and where will consent documents be maintained?

How will privacy, confidentiality and/or anonymity be protected?

## **VI. Signatures**

Include the following statement:

In making this application, I certify that I have read and understand the Policies and Procedures for Projects that Involve Human Subjects, and that I intend to comply with the letter and spirit of the University Policy. Changes in the protocol will be submitted to the IRB for approval prior to these changes being put into practice. Informed consent/assent records of the participants will be kept for at least three years after the completion of the research.

Dated signatures of Principal and Student Investigators:

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## **Attachments**

Attach copies of the following, if applicable:

1. Questionnaires, surveys, interview scripts
2. Consent forms and permission forms for parents or guardians
3. Assent forms to be used by children or when subjects are unable to give legal consent
4. Permission from other participating institutions
5. Cover letters or other information that will be given to subjects
6. Other supporting documentation