

Appendix C. Request for Review Form

(This form is available at <https://www.augustana.edu/academics/institutional-review-board>)

**Augustana Institutional Review Board
Request for Review of Research Using Human Participants**

- Only faculty, administration, or staff may submit a Request for Review (RFR) form to the IRB
- Electronic submission of this form and supporting documents should be made via electronic submission at: <https://www.augustana.edu/academics/institutional-review-board>
- Your answers to the following questions may be copied and pasted from a Word document, or typed in.
- Once the review is completed and amendments have been made, please re-submit any updated documents to the committee via the online submission system.
- Please allow a minimum of one week for review.

Principal Investigator and/or faculty adviser:

Department:

Date Submitted:

Project Title:

Review of this project is requested on which basis:

_____ Regular review. Complete all items and attach questionnaires, non-standard tests, consent forms, cover letters, and other supporting documents.

_____ To confirm exempt status. Complete items 1 through 7. Under which exempt category, as designated in section D. of the IRB guide, do you think this project qualifies for exemption? (Give paragraph letter/number.) _____

Please type your responses to items 1-9 below. Add additional space as needed to give sufficient information for the committee to be able to evaluate the risks and benefits of your research project.

1. If any pre-approved departmental or other protocols will be followed for this project, please indicate the name of the protocol.

2. Brief Project Description – Please write for a lay audience and explain any technical terminology

a. Purpose, hypothesis, or research question:

b. Procedures:

3. Participants

- a. Age, sex, and approximate number:**
- b. Inclusion/exclusion criteria, if any:**
- c. Method of recruiting:**
- d. Inducement for participation:**

4. Are participants at risk? (Describe, if 'yes'.)

5. Steps taken to minimize any risks identified in #4.

6. Are illegal activities involved? (Describe, if 'yes'.)

7. Is deception involved (e.g., withholding information, providing misinformation, using confederates)? (If 'yes', please describe. Explain why it is necessary, explain how participants will be debriefed, and, if applicable, attach a copy of the debriefing statement.)

8. What are the anticipated benefits to the participants?

9. How will informed consent be obtained? (Attach copies of consent forms and/or cover letters if they are to be used. Please see Informed Consent Document checklist below.)

10. If extra credit is used as an inducement for participation, what alternatives for gaining extra credit are offered to participants?

11. Describe the procedures relating to the anonymity of participants, if applicable, and procedures for keeping participant data confidential and secure. For example, what documents or databases will contain names or participant numbers, who will have access to these, and how will they be physically or otherwise secured? When will the research materials gathered from or about individual participants be destroyed?

By submitting this RFR to the Augustana IRB, I am agreeing that I have reviewed the Augustana College Policies and Guidebook for Research Involving Human Participants and I agree to adhere to the responsibilities of investigators as specified in Section B. I also agree to report any significant and relevant changes in the procedures or instruments to the Committee for additional review.

Supporting Document Checklist

Please check off the following items that have been submitted as supporting documents for this proposal. Generally, all should be submitted when applicable to the project. If an original document cannot be submitted, such as a national standardized test, a description should be provided.

- Informed Consent Document (unless requesting a waiver)
- Cover letter for solicitation of participants
- Survey form
- Oral interview questions or protocol description
- Debriefing statement or protocol description
- Other supporting documents (please list)
- Certificate of Completion of NIH Protecting Human Research Participants (PHRP) Training Module

Informed Consent Document Checklist

Please verify that the informed consent document and/or other cover materials contain the following (all of these items should be included in your consent form).

- A statement that the study involves research
- An explanation of the purposes of the research
- The expected duration of the participant's participation
- A description of the procedures to be followed
- A description of any reasonably foreseeable risks or discomforts to the participant, or a statement that no direct risks to the participants are foreseen
- A description of any benefits to the participant or to others which may reasonably be expected from the research
- A statement describing the extent, if any, to which confidentiality of records identifying the participant will be maintained
- An explanation of whom to contact for answers to pertinent questions about the research and research participants' rights, and whom to contact in the event of a research-related injury to the participant
- A statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the participant is otherwise entitled, and the participant may discontinue participation at any time without penalty or loss of benefits, to which the participant is otherwise entitled
- For student projects, the names of the students and faculty/staff sponsor involved, and the course for which the research is being conducted or the requirement that is being satisfied
- A statement of any publications, presentations or other expected outcomes of the study
- The Augustana IRB approval notice: This research project has been reviewed and approved by the Augustana Institutional Review Board, which can be contacted at IRB@augustana.edu.

Document Clarity and Language:

Have all documents that will be given to participants been reviewed for English usage, inappropriate technical jargon, spelling, and grammar? Y N

Has the informed consent form been reviewed to verify clarity for the intended participants? Y N
(Particularly suggested when dealing with children, non-English speakers, etc.)