## GUEST RESEARCHER

## REQUEST FOR KENYON IRB APPROVAL FOR

**RESEARCH WITH KENYON STUDENTS or STAFF**

**For use by IRB Administrator only:**

**Proposal No:** **Date Received:** **Initials:** **Notification sent:**

**Instructions (If you need help email** **IRB@kenyon.edu** **)**

1. **SAVE this file to your own computer files. DO NOT alter the .docx format. DO NOT share in Google Drive! (Google drive destroys the format) DO NOT turn into a .pdf. or any other format. If you do not have MS Word on your computer, find a computer that does.**
2. **Fill out,** (use tab key to navigate) **save; send a copy to all appropriate parties. A signed copy of the assurance page should be sent in hard copy to: IRB Administrator, Bailey House, Kenyon College, Gambier OH 43022, in U.S. mail or scan and email**.
3. **Send a completed copy of your application in original format and all supporting materials as MS Word or .pdf files via email to the Kenyon** **IRB Administrator** **(Review cannot begin until the IRB Administrator has received all materials in the required formats.)**

**Remember to sign the assurance form before submitting. *(Students will also need to have their faculty supervisor’s signature.)* To ensure expeditious review of this project, please be as specific and complete as possible in your responses, and provide all necessary supporting materials (e.g., home institution IRB approval, consent forms, surveys or survey links, interview scripts, etc.).**

**Today’s Date:**

**Principal Investigator (PI):** **PI’s Home Institution**

**PI Phone #:**       **PI Email:**

**All other Investigators/team members on this project (Names and Email):**

**Kenyon Host (Name and Email):**

**If Principal Investigator is a student:**

**Name of faculty supervisor (home Institution):** **Email:**

(Note: faculty supervisor’s signature must appear at the end of this form.)

**Project Title:**

**Project involves:**

**[ ] Faculty research**

**[ ] Student research in fulfillment of a course requirement**

**[ ] Independently conducted student research**

**[ ] Other** (specify)

**Anticipated Start Date:**       **mm/dd/yyyy Anticipated End Date:**       **mm/dd/yyyy
\*NOTE: Beginning date cannot predate IRB approval date.**

**NO RESEARCH may be done before IRB Approval of your protocol**

1. **NATURE OF THE PROJECT**

**A1. Briefly describe your research project and explain why it is of interest.** What are the study objectives? What research, if any, has been done in this area and how does it inform your project? Why is this research important? How is this study different, novel, or unique from earlier research in this area? How will this project contribute to the discipline and society? How do the benefits of the research justify any possible risks that might be incurred by the participants in the study?

 **Enter Text:**

**A2. Funding****[ ]  NO funding**

**[ ]  Federal Funding Agency,** **[ ]  Funding by the home institution Explain:**

**A3. Specify the procedure/s that will be used in the study.** Your description should include **(a)** a description of your methods, including rational for the method/s, details of data collection including how you will record the information: if you use a data sheet, include the sheet; **(b)** a description of how you will recruit your subjects; **(c)** all verbal/written statements that will be made to participants, particularly any statements that might be misleading or deceptive, as well as statements during the debriefing period; and **(d)** all written materials, including questionnaires, surveys, or tests, to be given to or served online to participants during the course of the study. If your methods involve conducting “open ended” interviews or focus groups, you should submit an outline of the areas you will cover and basic questions that will be asked to guide the subjects. (All supporting materials should be sent as MS Word files or .pdf’s via email to IRB@kenyon.edu at the same time you submit the application. ****)

**Enter Text:**

 **A4. Where will your research take place?** (geographic location and/or performance site) **Enter Text:**

**A5. This study uses the following data collection methods: check all that apply
[ ]  Paper Survey [ ]  Online Survey** **[ ]  Phone Survey****[ ]  Social Networking Sites
[ ]  Data collected using other communication/electronic devices (e.g., cell phones, pagers and texting devices)**

**[ ]  Cognitive or behavioral measures, including daily diaries (Note- if surveys will also be administered, please select the appropriate option/s above.)
[ ]  Unobtrusive, Non-participant Observation [ ]  Participant Observation see** [**http://documents.kenyon.edu/provost/irb.observationresearch.docx**](http://documents.kenyon.edu/provost/irb.observationresearch.docx) **[ ] Remote** **[ ]  Audio or [ ]  Video observation (no interaction)**

**[ ]  Interview (not audio/video recorded) [ ]  Interview ([ ]  audio/ [ ]  video recorded)
[ ]  Focus Group (not audio/video recorded) [ ]  Focus Group ([ ]  audio/ [ ]  video recorded)
[ ]  Anthropometric measures (e.g., height, weight, waist circumference, etc.)**

**[ ]  Self-health monitoring (e.g., pedometers, food diaries, etc.)**

**[ ]  other:**

**[ ]  other:**

**A6. If your project includes an online survey, please describe** the security of survey software being used and **include a preview link** to the survey. If the survey is not yet available, it must be sent to the IRB Administrator before the proposal can be reviewed and approved.

 **Describe** the survey software and the security it offers:

 **Enter Survey Link:**

 **A7. If your project is unobtrusive observation, describe what behaviors/interactions you will be observing and how you will record the data.**

 **Enter Text:**

 **A8. The anticipated product of this research project is: (**check any that might apply)

 [ ]  Course paper [ ]  Web page [ ]  Public presentation

 [ ]  Honors thesis [ ]  Journal article [ ]  other:

**B. PI TRAINING**

**B1. All researchers** involved with Human Subjects research at Kenyon College must be able to show documentation of completion of a Human Subjects Protections training course. Kenyon uses the CITI program. **All guest researchers** should contact the IRB via email IRB@kenyon.edu about acceptance of a particular course or for instructions for finding an acceptable course.
**List course taken:**       (email a copy of the certificate of completion****)

**B2. If you are a student**, please describe your training and preparation for this project
**a.** **Training** (e.g., a methods course, work on previous research projects)
**Enter Text:**
**b.** **Preparation** (e.g., literature search, annotated bibliography, other)
**Enter Text:**       (or send your bibliography as an email attachment ****)

**C. PARTICIPANT POPULATION**

**C1. Kenyon Subjects** (check all applicable):
***CAUTION: some Kenyon students may not be 18 years old and may not participate in research without parental consent. Plan consent and assent procedures or your consent form should say “you must be 18 to participate.”***

 [ ]  **Adult Kenyon Employees**

 [ ]  **Kenyon Students:** (check all classes that apply)

**[ ] 1st yr.** **[ ]  Soph.** **[ ]  Jr.** **[ ]  Sr.**

[ ]  **Special minority groups:** (specify:      )

 [ ]  **Other:** (specify:      )

**C1.A. Other participants**

**[ ]  Adults**

**[ ]  Minors (under 18 yrs. old) You must have an assent process in addition to parental consent for studies that are not eligible for exemption.
[ ]  Persons with mental health or mental illness concerns, intellectual or development disability, substance abuse disorder or other mental/psychological condition that might affect a person’s ability to consent. (specify: )**

**[ ]  Special minority groups: (specify: )**

 **[ ]  Other: (specify: )**

 **C2. Explain the inclusion/exclusion of particular groups** (e.g. sex/gender, race, age religion, etc.)

 **Enter Text:**

 **C3. Institutional Affiliation**

 **Name of Home Institution:
 Name and contact information for Home Institution’s IRB:**

**Please note:** **Kenyon IRB requires documentation of approval from the Researcher’s home institution’s IRB or comparable research review board or agency official. The Kenyon IRB will only approve research (or portion of research) being done with Kenyon College employees and/or students. IRB Documentation should include the level of review, and the basis for the determination.**

 **C4. Estimated number of participants:**
Why is this an adequate sample size?
**Enter Text:**

**C5.** **How will the participants be solicited or contacted** (e.g., ads, telephone, letter, announcements made in courses)?
**Enter Text:**       or

 Email all materials, texts, scripts that will used with subjects with your application ****

 **C6.** **Will any inducements (e.g., money, gift cards, food, etc.) be offered to the Participants for their participation?****[ ]  Yes** **[ ]  No** (If yes, please explain the nature and amount of inducement and how participants will receive the inducement. Include description of any accounting procedures. Will you ask for a subject’s SS#?)

 **Enter Text:**

 **How are any inducements being funded?**

 **Enter Text:**

 **C7. How long will it take a subject to complete all study procedures?**

 **(**15 min, 2 hours, etc.) Be specific.

 **Enter Text:**

**D. RISKS and BENEFITS see** [**Assessing Risks and Benefits**](http://www.kenyon.edu/directories/offices-services/office-of-the-provost/conducting-research-at-kenyon/institutional-research-board-irb/information-for-researchers/assessing-risks-and-benefits/) **(there are rarely no risks; the risks may be of little consequence, such as boredom, slight inconvenience, etc. If there is no potential for benefit to the subject or society, then the research should probably not take place)** **D1.** **Will the participants incur any psychological, social, physical, or legal risk?** (This includes any psychological distress associated with experimental manipulations)
 [ ]  Yes [ ]  No (If yes, please explain the nature of the risk)
 **Enter Text:**

 **D2. Will the participants be deceived or misled in any way?**  [ ]  Yes [ ]  No (If yes, please explain the nature of the deception and the **debriefing process**.)

 **Enter Text:**

 **D3. Will there be any probing (either verbal or in written form) for information that participants might consider to be personal or sensitive?** [ ]  Yes [ ]  No (If yes, please explain the nature of the information)
 **Enter Text:**

**D4. Will participants be presented with materials, or be exposed to social interactions, that they might consider to be offensive, threatening, or degrading?**[ ]  Yes [ ]  No (If yes, please explain the nature of the materials or social interactions)
**Enter Text:**

**D5. Will participants be audio/video recorded, filmed, or photographed?**[ ]  Yes [ ]  No (If yes, please explain describing the device and/or program used and how/when these records will be used, protected, archived or destroyed)
**Enter Text:**

***In your consent process/documents****, you must include a statement that recording/photographic devices will be used, if applicable. You must also state what will be done with the recordings/pictures upon completion of the study (destroyed, erased, archived, kept for future studies, etc.). Please provide a separate line on the consent form for the subjects to agree to be photographed, filmed or recorded.*

 **D6. If you answered “YES”** to any of the questions in this section, please explain how you will minimize any risks. Include a description of the Data Protection methods/programs that will be used.
**Enter Text:**

**E. VOLUNTARY PARTICIPATION/INFORMED CONSENT**

 (**NOTE**: The questions in this section **do not apply** to **unobtrusive** observation **of public behavior.**)

**E1.** **What steps will be taken to insure that participants’ participation is voluntary?** (Be sure to provide the script for information provided by research personnel or written materials to be given to the participant.)

 **Enter Text:**       or *Attach a copy* ****

**E2.** **What information about the study will be provided to potential participants?** (If it is necessary to obtain participation without informing participants of the true nature of the study, include a script for information to be provided by research personnel or written material to be given to participants. If participants are to be debriefed after participating, include debriefing script or materials.)

 **Enter Text:**       or *Attach a copy* ****

**E3. If research involves participant observation, how will the researcher’s role be explained to other participants in observed activities?
Enter Text:**

**E4. Describe any relationship between researcher and participants, such as: teacher/student; superintendent/principal/teacher; employer/employee.** If such a relationship exists, how will it affect the participant's ability to take part voluntarily and how will the principal investigator handle it?
**Enter Text:**

 **E5.** **Will a written consent form be used?**  [ ]  Yes [ ]  No\* (**If no, provide justification and ask for a waiver of consent. (Consult** [**Waiver or Alteration of Informed Consent**](http://documents.kenyon.edu/provost/irb_consent_waiver_basics.doc) **for more information.**)
 **Enter Text: I request a waiver or alteration of consent because:**

 *Federal law requires that, except in special circumstances, informed consent must be obtained. In brief, consent forms must include (1) a statement explaining the purpose, procedures, and duration of the project (2) a description of benefits to the participant and others (3) a statement describing the manner in which confidentiality will be maintained (4) a statement of any risks involved (5) contact information should questions arise in the future, and (6) a statement that participation is completely voluntary*

**Include a copy of the consent form, or alternate information form/text if you have requested a waiver, with your application **

**\*If a consent form is not to be used**, the researcher must provide a justification, for instance, in the case of web-based surveys where consent can be implied by participants accessing a web-site. In addition, researchers must provide participants with contact information for a person affiliated with the project and include the following for the Kenyon subjects: **"Should you have questions regarding your rights as a research participant, please contact the Kenyon College Institutional Review Board, Bailey House, Gambier, OH 43022 or email:** IRB@kenyon.edu**."** (Do not include this information on documents used for non-Kenyon participants.)

###  **(Sample consent forms may be viewed and downloaded from the** [**Kenyon College IRB**](http://www.kenyon.edu/x30109.xml) **forms web page. Be sure to provide a copy of your consent form with your application. The form you submit should be the exact form that you will use with your subjects. If you will not use a consent form, please provide a justification.)**

**E6.** **If participants are minors (under 18), will parents’ or guardians’ consent be obtained?****[ ]  Yes** **[ ]  No [ ]  N/A** (If NO, please explain; i**f YES, include a copy with the application **. The copy you send the IRB should be the exact copy you will use with parents/guardians)

 **Enter Text:**

 **E7. Will subjects be** [ ]  Recorded ( [ ] audio [ ] video [ ]  film) (check all that apply)

 [ ]  Photographed

 If Yes, please explain how/when these records will be used, protected, archived or destroyed.

 **Enter Text:**

***In your consent process****, you must include a statement that recording/photographic devices will be used, if applicable. You must also state what will be done with the recordings/pictures upon completion of the study (destroyed, erased, archived, kept for future studies, etc.). Please provide a separate line on the consent form for the subjects to agree to be photographed or recorded.*

**F. CONFIDENTIALITY**

 **F1.** **Will data be collected that identifies individuals or that will be recorded in a way that allows observations to be linked to individuals?**

[ ]  Yes [ ]  No (If yes, please explain the nature of the information and the manner in which it will be disseminated)
**Enter Text:**

 **F2.** **Will any personal data be drawn from institutional files or archives (e.g., school files)?**

[ ]  Yes [ ]  No (If yes, explain the source and nature of such data.)

 **Enter Text:**

 **F3.** W**ho will have access to these data?** (PI, FA, staff, public, publisher, funder)

 **Enter Text:**

 **F4. What steps will be taken to insure confidentiality of personal data?** (Be specific. Will research personnel (including students) be informed of their responsibilities in maintaining confidentiality? How will confidentiality be preserved as data are collected, stored, analyzed and published? When will data identifying individual participants be de-identified/destroyed?)

 **Enter Text:**

**G. DATA STORAGE/DISPOSITION
G1. Describe how you will keep your data secure and maintain confidentiality during the course of your project:
Enter Text:**

**G2. Describe how you will ultimately dispose of your data (notes, drafts, lists of subjects, photographic records, tapes, computer disks, etc.) after you have completed your research (e.g. shredding, burning) (please note that all research records must be maintained for at least three years after the completion of the research, including consent forms, flyers, etc.). If you do not plan to destroy research data, please provide a justification for maintaining the data for an indefinite period of time and how you will ensure confidentiality:**

 **Enter Text:**

**H. LEVEL OF REVIEW** (To be answered by applicant: see [Review Categories](http://www.kenyon.edu/directories/offices-services/office-of-the-provost/conducting-research-at-kenyon/institutional-research-board-irb/review-categories/) or for help)

 **I believe this protocol should be reviewed as:**

**[ ]  Exempt (from further review) per** [**45CFR46.104 (d)**](https://www.ecfr.gov/cgi-bin/text-idx?SID=a16845d1b50dab3f179fb6a5ec4a8d6b&mc=true&node=pt45.1.46&rgn=div5#se45.1.46_1104)

[ ]  (1) Research conducted in established or commonly accepted educational settings, , that specifically involves normal educational practices that are not likely to adversely impact students' opportunity to learn required educational content or the assessment of educators who provide instruction. (subjects may be under 18)
[ ]  (2) Research that only includes interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior (including visual or auditory recording) if at least one of the following criteria is met:

[ ]  (i) The information obtained is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained, directly or through identifiers linked to the subjects;

[ ]  (ii) Any disclosure of the human subjects' responses outside the research would not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation; (subjects may be under 18 if PIs not involved in observation/activity) or

[ ]  (iii) The information obtained is recorded by the investigator in such a manner that the identity of the human subjects can readily be ascertained, directly or through identifiers linked to the subjects, and an IRB conducts a **limited IRB review** to make the determination required by Sec. \_\_.111(a)(7). (subjects must be adults)
[ ]  (3) Benign Behavioral Research (adults) check criteria [**45CFR46.104 (d)**](https://www.ecfr.gov/cgi-bin/text-idx?SID=a16845d1b50dab3f179fb6a5ec4a8d6b&mc=true&node=pt45.1.46&rgn=div5#se45.1.46_1104) **3 (i)-(iii)**

[ ]  (4) Secondary research for which consent is not required: Secondary research uses of identifiable private information or identifiable biospecimens, if at least one of the following criteria is met: (subjects may be under 18) check criteria

[ ]  (5) Research and demonstration projects that are conducted or supported by a Federal department or agency….
[ ]  (6) Taste and food quality evaluation and consumer acceptance studies (FDA, EPA, Dept. Agric. Safety levels)
[ ]  other **Explain:**

**[ ]  Expedited Category : see** [**categories list**](http://www.kenyon.edu/directories/offices-services/office-of-the-provost/conducting-research-at-kenyon/institutional-research-board-irb/review-categories/) **(Must be Minimal Risk) #s 4-8 most likely for Kenyon Research**

[ ]  1. Clinical studies

[ ]  2. Collection of blood samples by finger stick, etc.

[ ]  3. Prospective collection of biological specimens for research purposes by noninvasive means.

**[ ]  4. Collection of data through noninvasive procedures**

**[ ]  5. Research involving materials (data, documents, records, or specimens) that have been collected, or will be collected solely for non-research purposes**

**[ ]  6. Collection of data from voice, video, digital, or image recordings made for research purposes.**

**[ ]  7. Research on individual or group characteristics or behavior**

**[ ]  8. Continuing review of research previously approved by the convened IRB**

[ ]  9. Continuing review of research, not conducted under an investigational new drug application
**Comment:**

**[ ]  Full Board\***

**A full board review is required for research that is not eligible for exempt or expedited review. In short, research that is determined to involve more than minimal risk, or involves protected populations such as children, prisoners, or disabled individuals, must undergo a full board review.

Reason: because**

\*Protocols requiring a Full Board review, must be received by the IRB Administrator at least 2 weeks before the next scheduled IRB meeting. See [schedule](http://www.kenyon.edu/directories/offices-services/office-of-the-provost/conducting-research-at-kenyon/institutional-research-board-irb/kenyon-irb-committee/irb-meeting-dates/) or contact IRB Administrator.

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[ ]  **SAVE NOW! (do NOT save as a .pdf; it must be in its original .docx format.)**

[ ]  **Send the saved application and** **any/all additional documents as email attachments
 to IRB@kenyon.edu**

* **The IRB will usually send you an email acknowledging receipt. If you do not receive the acknowledgement within 5 working days, contact the IRB via email** **IRB@kenyon.edu** **.**
* **Please remember to keep copies of all materials submitted to the IRB.**

**If you need help contact the Kenyon College IRB email** **irb@kenyon.edu**

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# [ ]  Continue to next page (use tab)

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# [ ] Please make a hard copy of this page and collect the required signatures.

**\*\*\*All who sign this document must have completed the required CITI Human Subjects Protections training course!!!! (or acceptable equivalent)**

# G. ASSURANCE STATEMENT

I confirm that the procedures described above are accurate and will be followed in the course of the research project. I will notify the IRB of any changes to procedures and if unanticipated problems arise during the research process.

Type or Print Researcher’s Name**\***       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type or Print Project Title**\***       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

^Signature of Researcher\* ^Date

Please Print Name Home Institution

**\*Student Researcher:** This form must be reviewed and signed below by your faculty supervisor. You may email a scan of the signed copy to IRB@kenyon.edu and we will send it to your Kenyon Host to sign.

**\*Faculty/Researcher:**  This form must be reviewed and signed below by your Kenyon Host. You may email a scan of the signed copy to IRB@kenyon.edu and we will send it to your Kenyon Host to sign.

**\*\*Faculty Supervisors are signing that they have performed the duties listed at** [**Faculty Advisors**](http://www.kenyon.edu/directories/offices-services/office-of-the-provost/conducting-research-at-kenyon/institutional-research-board-irb/duties-of-the-principal-investigator-pi-departmentprogram-chair-division-head-faculty-advisors/)

^Signature of Faculty Supervisor\*\* ^Date
Type or Print Name       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**CITI completion report ID#**       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**I agree with the PIs answer to** **H**.\* (level of review) [ ]  yes [ ]  no if no, suggest a level. see [Review Categories](http://www.kenyon.edu/directories/offices-services/office-of-the-provost/conducting-research-at-kenyon/institutional-research-board-irb/review-categories/) Category       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CITI completion report ID#**       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*Kenyon Host:** your signature indicates that you have reviewed this application and have found the application complete and accurate. Furthermore, you support the researcher’s use of Kenyon students and/or employees for their research.

^Signature of Kenyon Host ^ Date

Type or Print Name       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**CITI completion report ID#**       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  This proposal should be considered exempt from further review.

[ ]  This proposal should be considered for an expedited review.

[ ]  This proposal should be given a full review.

**PI’s should keep copies of all materials submitted with this application.**