**Title of the Proposed Research:**

Click or tap here to enter text.

**Principal Investigator or Faculty/Staff Sponsor *(name, department, and email):***

This person should be a Longwood employee with an @longwood.edu email address and will be designated as the communicating investigator.

**Co-investigators *(names and emails):***

**Is this proposal for secondary research using data obtained from a previously approved project under broad consent?**

No

Yes, provide the IRB reference number for the primary research and indicate whether broad consent was obtained in the primary study.

**What is the goal, aim, or purpose of your study? *Include a hypothesis statement.***

**Are you applying for a waiver of informed consent or alteration of informed consent?**

No

Yes, I am applying for a waiver of consent.

Yes, I am applying for an alteration of consent.

If you have checked either “Yes” above please answer the following questions:

* **Is the research minimal risk?**

Yes

No

* **For alteration – what is the requested alteration?**
* **Can the research practicably be carried out without the requested waiver? Why or why not?**
* **Does the requested waiver or alteration adversely affect the rights or welfare of the participants?**
* **If applicable, how will you debrief the subjects? If you are not debriefing the subjects, explain why.**

**Subjects: *Describe the subjects, how the subjects are recruited and what safeguards are in place to protect the subjects from any foreseeable risks. Please describe your process for obtaining voluntary, informed consent (e.g. written, electronic?) if applicable?***

**Will the subjects be deceived in any way?**

No

Yes, please explain. Provide debrief materials in the Appendices.

**Is a request for broad consent included on the consent form?**

No

Yes

**Data Management, Storage, and Confidentiality: *How will consent be obtained, stored, accessed, and secured?*  *How will the data be collected, stored, accessed, and secured? How long will the records be maintained (can be indefinite)?***

**Are you collecting any biospecimens? *Biospecimens include blood, saliva, urine etc.***

No

Yes – Please detail the amount of specimen collected and method of collection. You must complete the Biosafety Proposal

**Methods and Procedures: *Describe your methodology in plain English in a way that is understandable by people outside your discipline. Complex protocols may need to be broken down into parts.***

**Risks:** ***What are the potential, foreseeable risks for participants? If a risk is identified, how are you mitigating this risk?***

**Appendices:**

***Please include the following appendices:***

* Any subject recruitment materials (posters, flyers, emails, social media postings etc.)
* Informed consent materials (if applicable)
  + For e-consent provide a link/screenshots/copy and paste.
  + If using e-consent, include the consent document that will be provided to subjects after they agree to participate. This document may be emailed to the subject or provided in hard copy and may contain the required elements of informed consent in a different format.
* Survey/interview instruments (list of questions AND accessible link to online survey materials; if applicable)
  + A copy of the questions as approved is needed for records.
  + The IRB will test your skip logic for consent, please enable the survey for repeated use and the ability to go back within the survey for the review process. You can change these settings when you send the survey to your subjects.
* Any debriefing materials if deception is part of the study
* CITI Certificates for each of the named investigators
  + PI should have Humans Subjects Research Supervisor from the HSR group
  + Co-Investigators should have Human Subjects Research from the HSR group
  + Please ensure that your certification remains current during the approval period

All documents should be merged into a single PDF file and submitted to [IRB@longwood.edu](mailto:IRB@longwood.edu) by the principal investigator, with co-investigators copied on the email. This electronic communication will be accepted as an indication that all the named investigator(s) agree that the information provided to the committee is accurate and true to the best knowledge of the researcher(s), and that the researcher(s) have conformed to the above guidelines to the best abilities of the researcher(s).

Proposals that do not contain the required material or supporting documents will be returned to the Principal Investigator.

**Checklist**

Complete proposal

…..CITI Certificates

Subject Recruitment Materials

Consent form(s)

**Survey Studies**

Copy of survey questions

Link to survey included (if applicable)

The link works

Survey settings allow skip logic to be tested multiple times

**Studies Using Deception**

Debrief materials for research with deception

Post-participation informed consent

**For Studies Involving Children**

Description of how you will recruit and inform parents

Parental consent form

Child Assent materials if applicable

Everything merged into one PDF (you can delete this checklist)