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**Education Department IRB Application: Cover Page**

Applicants are responsible for reading the [Belmont Report](http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html) and the Education Department Thesis manual prior to completing this application. Print and complete this page. Then use the attached instructions to create your application. Provide two complete copies of the full application and appendices to the Department.

**Title of Project:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Investigator’s Name** (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which of the following describes the primary focus of your project?

☐ Personal research affiliated with the Education Department but not connected to coursework

☐ Research associated with coursework but not associated with a thesis. Course #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Research associated with a thesis. Name of Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role of Primary Investigator

☐ Student

☐ Faculty

☐ Other (please describe)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of any collaborating researchers, plus institutional affiliation if not Wagner College

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**Certifications**

☐ I am familiar with the policies and procedures of the Wagner College Education Department IRB and with the principles of ethical treatment of human participants in research projects as set forth in the Belmont Report: respect for persons, beneficence, and justice. I will abide by these principles in this research and ensure that others working with me do the same.

☐ I will, in a timely manner, debrief all those who participate in this project by informing them of the project's purpose, explaining the intended use of the results, and making the results of the investigation available upon request. If I will not debrief participants, it is because my project meets all of the following qualifications: (1) debriefing would be problematic, (2) any deception is inoffensive, and (3) a reasonable person would not object to involvement in the research.

☐ If substantive changes in the procedures involving participants become necessary, I will submit these changes for review and wait for approval before they are implemented.

☐ All information gathered or generated in pursuit of this project will be held in the strictest confidence. With the exception of communications within the research team identified in this application, no communications regarding this project will include any identifiable information about research subjects.

☐ I will inform the Wagner College Education IRB when the project is complete.

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Signature of Primary Investigator Date

**Education Department IRB Application Instructions**

Attach a document to the cover page that follows the format below. You should include each of the bold, numbered items in your outline, but you do not need to copy the descriptions under the bold headings.

**1. Project Description**

Please provide a thorough description of your project. You must include the following:

* The merit of pursuing the research by contextualizing the project within existing literature
* Goals of the study, including benefits to groups or the field that might occur as a result of this effort
* Specific research questions
* Specific inclusion of variables or concepts/constructs of interest the study will be exploring

**2. Methods**

Describe the plan for the study. You must include the following:

* Timeline for the entire project
* Processes for outreach and communication
* Description of all activities with participants
* Processes for data collection and analysis
* Plans for study conclusion, including any feedback to participants
* Plan for disposing of accumulated data

**3. Materials**

Provide a description of materials to be used in the study. Include appendices that provide finished versions of data collection tools or instruments such as texts, questionnaires, or interview and observation protocol.

**4. Participants’ Risks and Benefits**

Include the following information about participants and their experiences with the study.

* Description of the participant population, including any vulnerabilities and total number of expected participants
* Description of the selection process for participation. (You may cross-reference consent forms in the next section here.)
* Description of any deception (misleading or withheld information) that might be used in the study design, or explanation of how the study ensures transparency for participants
* Description of any risks the participants might face if they participate in the study, including possible stresses or risks of confidentiality among participants (e.g., by virtue of group discussions). If risks and stresses are no greater than normal, everyday activities, clearly assert that is the case.
* Description of protections in place to minimize risks and to address participant needs if s/he experiences risks
* Description of any individual benefits expected from participation. This can include incentives for participation, opportunities for personal growth, and/or improvement of situations the participant might have an interest in improving

**5. Confidentiality and Informed Consent**

Explain the safeguards in place to ensure participants’ confidentiality and to provide them opportunities for full consent to study participation. You must include the following:

* Description of identifiable information related to the data you collect
* Description of safeguards used to ensure participants’ identifying information is kept confidential
* Clear expression of how confidential data are managed, protected, and disposed of at the conclusion of the study
* Provision of informed consent processes (and assent processes for minors), including appendices of actual documents for participants to sign