Wellesley College

Application for IRB Review

Student as Investigator

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| **Project Title:** |  |
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| **Student Investigator:** |
| First Name: |  | Last Name/Family Name: |  |
| Phone: |  | Email: |  |
| Department: |  | Class year: |  |
| Select one: |  Senior thesis |  Independent  Study/Wellesley Course# \_\_\_\_\_ |  On-campus internship or research assistant |  Off-campus internship or research assistant |
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| **Academic/Research Advisor:** |
| First Name: |  | Last Name/Family Name: |  |
| Office phone: |  | Email: |  |
| Department: |  |

**Student Investigator:** Complete this application in collaboration with the individual serving as your Academic/Research Advisor to provide the information needed for a human subjects review.

**Academic/Research Advisor:** The Academic/Research Advisor is responsible for the ethical conduct of research by the student investigator, and for compliance with any additional requirements of their department.

\* Before completing this form, both the student investigator and the Academic/Research Advisor should review the *Wellesley College Student IRB Guide*.

**Training Requirement:** The student investigator must complete the following web-based training courses:

* CITI Responsible Conduct of Research training provided by the Wellesley College Office of Sponsored Research (see Office of Sponsored Research for link) which includes a human subjects module. Upon completion of the course, the Office of Sponsored Research will automatically receive a completion notification, so you do not need to submit that with this application.

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| **Research Description:** |
| **1-2 sentence description of the research:** |
| **Research question(s):** |
| **Participants:** *Who will be the participants in the research – who are you studying and from whom are you collecting data? How will participants be recruited? Does your sample selection meet the principle of “justice”? If not, why not? Are “special classes” of research participants, such as children (individuals under 18) or prisoners, included?* |
| **Methods Overview:** *What data will you collect, and how will you collect it? From whom/what source (interviews with the study participants, questionnaires completed by teachers, doctors’ records, observations [of what, where, how], participant observations [in what settings], etc.)? Will the information collected include identifiable private information, or involve intervention or interaction with the participants in the study? Will you be using existing records or data [this does not include published studies, journal articles or books]?*  |
| **Measures & procedures (includes questionnaires, surveys, experimental procedures, structured interview questions, open-ended interview guides, observational measures/codes, participant observation procedures):** *If you are using widely-known measures or experimental procedures, give the formal name and a brief description – you do not need to attach these measures/procedures. If you are using open-ended interviews, describe the topics you will cover. If you are using observations, including participant observation, describe the procedures. If you are developing measures of your own, describe the general content and procedures; your faculty advisor will let you know if you need to attach copies of the measures.* |
| **Risks:** *1. A discussion of the risks of the study, and their likelihood and potential seriousness. Common risks are (a) emotional distress if discussing personal or sensitive topics; (b) risks from disclosure if someone outside the study learns of the participant’s responses or behavior.* ***Student research should not involve more than minimal risk to human subjects*** *(minimal risk means risks comparable to those encountered in daily life or during a routine visit to a health care provider).**2. Include a discussion of what will be done to minimize the risks, including risks to confidentiality. Common ways to minimize risks include (a) telling the participant they are free to skip or refuse to answer any question or to stop the study at any time; (b) using ID numbers or pseudonyms instead of real names and disguising the identity of individuals in papers, presentations or publications; (c) storing data/measures securely [password-protected computer files, locked file cabinet or office) and only allowing the research team (investigator, advisor – specify) to access the data/measures; (d) destroying data, video or audio-recordings, etc. after the study is completed [“completed” includes after publication].* *3. What provisions have been made in the event that the participants are harmed by the research? For example, if there is a risk of emotional distress, do you reduce this risk by reminding participants that they can stop the study at any point, or refuse to answer questions? If this risk is serious enough that the participant would likely need medical or mental health services, this is probably not a “minimal risk” study, and the review should be done by the full IRB committee. Discuss with your research advisor and the IRB chair.* |
| **Deception:** *If your research involves deception, provide (1) a justification for the deception; (2) the risks associated with deception; (3) a description of the debriefing procedure [when, where, by whom]; (4)* ***attach a copy of the script for debriefing****, which should explain that deception occurred, the reason deception was necessary, and must offer the participant the right to have their data removed from your study.*  |
| **Benefits:** *A discussion of the benefits of the research, and analysis of the risks to the participants relative to the anticipated benefits to the participants and to the importance of the knowledge that may reasonably be expected to result [do the benefits outweigh the risks?]. Do not oversell the benefits.* |
| **Informed consent procedures:** *Informed consent is a process, not just a form. Describe the informed consent process: what will you tell possible participants, when? Address recruitment and other communications with potential participants, as well as signing informed consent forms.* ***Attach a copy of the informed consent form.*****NOTE:** Ifyou are using anonymous surveys, with no identifying information collected, you do not need to use informed consent. Please note below that you are only collecting anonymous survey data. |
| **Waiver of documentation of consent**: *If you are requesting a waiver of document of consent, provide a rationale.* |

**Student Certification/Signature**

As Principal Investigator of this study, I assure the Wellesley College IRB that:

The information provided in this form and attachments is correct. I will seek and obtain written approval from the IRB before making any substantive modifications to the information, procedures and consent forms in this application, as well as any changes in faculty advisors or co-investigators. I will not begin my research until I have received notification of IRB approval from the IRB. I will comply with all IRB requests for progress or status reports on this study.

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| Student Signature | Date |

**Advisor Certification/Signature**

Student research requires the approval of an Academic or Research Advisor.

🡪 After the Advisor has approved and signed the application, the Advisor should forward the application and supporting materials to the designated member of the IRB Committee (a scan is fine). A list of designated IRB members is available on Sakai>PROV-IRB>Resources. If that person is not available, the IRB chair will do the second review.

As Academic/Research Advisor to the Student Investigator, I assume responsibility for ensuring that the student complies with Wellesley College policies and federal regulations regarding the participation of human subjects in this research.

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| Academic/Research Advisor Signature | Title, Department | Date |

**IRB Committee Member Reviewer Certification/Signature**

This student Application for Review of a Human Subjects Research Protocol must be reviewed by one Wellesley College faculty member or WCW research scientist who is a member of the Wellesley College IRB Committee, in addition to the student’s academic/research advisor.

By signing, the IRB Committee Member Reviewer indicates that [1] the proposed research is minimal risk and that [2] the application meets the standards of ethical conduct of research with human subjects, as described in the Student Guide.

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| IRB Reviewer Signature | Title, Department | Date |

🡪 Once this application has been reviewed and signed by the student, Academic/Research Advisor and IRB Committee Member Reviewer, the IRB Committee member should forward this and supporting materials to the IRB (campus mail: Kenji Thrash-Correia, Cheever House. U.S. Mail: Kenji Thrash-Correia, Wellesley College, 106 Central St., Wellesley, MA 02481. Or email scanned copy to: irb@wellesley.edu). Thank you for your service!