PART 1: GENERAL INFORMATION

PRINCIPLE INVESTIGATOR

Last Name, First Name, Department or Unit, Telephone, EMail

OTHER INDIVIDUALS INVOLVED (co-investigators, students, etc.)

DEPARTMENT CHAIR/DESIGNEE OR UNIT HEAD

Last Name, First Name, Telephone, EMail (CRITICAL TO GET THIS RIGHT)

BASIC RESEARCH INFORMATION

Proposal Title

Time Requested to Complete Data Collection (30/60/90/120 days, 6 months, 1 year)

If your study will take more than 1 year to complete, you will need to request an extension at the end of one year

EXEMPTION INDICATORS (NO/YES)

- Is this research being conducted only to test regular instructional strategies or to compare instructional techniques, curricula, or classroom management methods?
- Does this research involve only the collection of data using educational tests, surveys, interviews, or observation of public behavior?
- Does this research involve only the use of already existing data?
- Does this research involve only taste and food quality and consumer acceptance involving foods without additives, or with contaminants or ingredients below the safe level as determined by the FDA or EPA or USDA?
- Is your research one of the following?
    - A Research Proposal submitted to extramural funding agencies
    - A project that places subjects at more than minimal risk
    - Research published in, or intended for publication in peer reviewed journals
    - Research designed and conducted by students for a designated independent research course (e.g. independent study, PED451, BIO495, PSY450)
    - A Thesis or dissertation
- Are all data collected/used in this project completely anonymous, and in no way linked to an individual?

PART 2: PROJECT DESCRIPTION

STATEMENT OF PURPOSE

Briefly describe the purpose of the research project and expected outcomes. Attention should focus on a concise summary of the immediate goals and expected results of your study.

STATEMENT OF RESEARCH METHODOLOGY

Describe the research methodology. Thoroughly describe any procedures and precautions that affect risks and benefits to participants; details of study design and data analysis should be summarized so that the Committee can determine if the proposed methodology is likely to accomplish the stated objectives. Avoid jargon and technical terms that are likely to be unfamiliar to members of CUHSR from the

community or from outside your academic area. Explain clearly what will be done to subjects during the study. After reading your description, the Committee members should understand your procedure and should know exactly what the subjects will be asked to do (and what you will do to them) at all stages of you project. State all important information needed to evaluate the methodology. If it is necessary or helpful to include diagrams, etc. please include them in your supporting document.

STATEMENT OF ANTICIPATED RISKS AND BENEFITS

No activity is free of risks, therefore, studies that present no more than everyday activities are officially termed minimal risk studies. If there are more than minimal risks involved indicate how you will handle these risks, including special precautions, procedures, and instructions to subjects. If there is any reasonable potential for problems that go beyond what is expect as routine (e.g., injury, medical emergency, intense anxiety, embarrassment, discovery of deception) then you should indicate what procedures and resources are in place to handle these problems. Note also any risks that may continue after the subject leaves the immediate research environment (e.g., guilt, drowsiness, drug, or other side-effects).

SUBJECT SELECTION

Describe anticipated number of subjects to be used; this number need only be approximate and it may change somewhat during the actual study, but it is important to determine the approximate N involved (e.g., 2 versus 20 or 200). Especially in cases where some clear benefit to participants may occur (e.g., treatment, money, extra credit points), you should indicate how an equitable selection for subjects will occur. An unbiased selection of subjects still allows any justifiable criteria for restricting the population from which you will select (e.g., age, profession, severity of disorder, willingness to complete requirements).

STATEMENT OF CONFIDENTIALITY

Describe how data will be monitored, how the privacy of the subjects will be protected, and how the confidentiality of the data will be maintained. The protection of subject confidentiality should be reasonable and commensurate with the risk of revelation. For most studies, risk to subjects are minimal even if their identity is revealed, and therefore, simple safeguards, such as keeping identifiable data or codes in a locked file cabinet, or keeping data off of computers accessible by non-investigators should be enough. Methods to gather data without identifying information or to immediately transcribe the data into that form are strongly encouraged.

SUPPORTING MATERIALS

Please attach any supporting materials that you were not able to adequately include above. This should at the minimum include your Informed Consent Form. Please save this information as a single Microsoft Word (.DOCX) document and upload it as a single file.