



*Education That Makes a Difference*

**Institutional Review Board (IRB)  
Application Form**

1. Principal Investigator		2. Department	
3. Email Address		4. Telephone Number	
5. Local Address (Address, City, State Zip)			
6. Submission Date	7. Start Date	8. End Date	
9. Project Title			10. Project Type <input type="checkbox"/> New <input type="checkbox"/> Renewal *
11. Is this a student project? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," your research advisor must sign in box 12.		12. Research Advisor: Please sign below to affirm that you have read and approve this student research project.	
13. Is this project funded? <input type="checkbox"/> Yes <input type="checkbox"/> Pending <input type="checkbox"/> No If "yes" or "pending," please complete box 14.		14. Funding Agencies	

**FOR COMMITTEE USE ONLY.** After reviewing the above research project, the members of the IRB have determined that:

- This research is exempt under 45 CFR 46.101. Approval is not required.
- Risks to subjects are minimized and are reasonable in relation to anticipated benefits. Selection of subjects is equitable, and the privacy of the subjects and confidentiality of the data are adequately protected. Approval is given.
- Approval is given under the conditions stated in the accompanying memo.
- Approval is not given for the reasons stated in the accompanying memo.

\_\_\_\_\_  
Signature of IRB Chairperson

\_\_\_\_\_  
Date

\*Box 10: Approval must be given annually when data collection continues for more than one year. It is the investigator's responsibility to send a renewal notice to the IRB chairperson each year.

With this application form, please submit a separate document in which you:

1. Describe the purpose or goals of the study.
2. Describe the characteristics of the subject population, including the anticipated number, age range, and health status. Specify how subjects will be recruited, identify criteria for inclusion or exclusion of any subjects, and provide a rationale for involvement of vulnerable individuals.
3. Explain in simple language what tasks or activities the subjects will be doing, and note how long the procedures should take. Indicate whether the material or data will be obtained specifically for research purposes and whether use will be made of existing data. Include a copy of any questionnaires or surveys, cover letters, scripts of verbal instructions, or other documentation that will be used. (If a questionnaire is not yet available, submit tentative items with your application and a final copy when completed).
4. Describe plans for the recruitment of subjects and the consent procedures to be followed. A copy of the consent form (or the script if oral consent will be obtained) must be attached. Consent forms must include an explanation of: the research purposes and procedures, benefits, risks, the opportunity to withdraw without penalty, the opportunity to ask questions, the amount of time required, and how confidentiality will be maintained. If full disclosure of the study goals cannot be made when consent is obtained, describe how subjects will be debriefed when the study is completed.
5. Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Describe procedures for protecting against or minimizing potential risks, and, where appropriate, alternative treatments or procedures. In the event of adverse effects to the subject, describe provisions for medical or professional intervention.
6. Describe procedures for minimizing risks to confidentiality. Describe what will be done with the data when the study is completed.
7. Describe benefits to the individual and/or people in general. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to the subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

Your document should include each numbered bullet listed above, followed by your detailed response.

Submit three copies of all materials to:

Dr. Joseph Little  
IRB Chairperson  
351 Dunleavy Hall  
Niagara University, NY 14109

Dr. Little is also available at [jlittle@niagara.edu](mailto:jlittle@niagara.edu) or 716-286-8187.

Please expect to wait two to three weeks for the decision.