**University of Puget Sound Psychology DEPARTMENTAL REVIEW BOARD**

**Application for Approval of Research Involving Human Participants**

(Cover Sheet)

Please Check One: \_\_\_New Project \_\_\_ Renewal \_\_\_Modification (*Attach Renewal/Modification Form)*

Date of Submission: \_\_\_\_\_\_\_\_\_\_

Protocol Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITI training completed:

Principal Investigator: Typed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes\_\_\_\_ No\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department or School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Investigator: Typed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes\_\_\_\_ No\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Investigator: Typed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes\_\_\_\_ No\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Investigator: Typed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes\_\_\_\_ No\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Faculty Advisor’s Statement*** (student projects only): I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am the advisor for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. My signature below indicates that I have read the attached protocol and have checked the contents with the DRB Guidelines.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source of Support (if any):

Level of Risk to Human Participants: \_\_\_\_\_\_\_Minimal \_\_\_\_\_\_\_ Greater than minimal

Number of Participants: \_\_\_\_\_\_\_

Are vulnerable populations involved?\* \_\_\_yes \_\_\_no | Are children involved?\*\_\_\_yes \_\_\_no

\*Normal participants are (a) over the age of 18 (b) able to make independent decisions with full mental capacity. Children are minors under the age of 18.

Has this proposal been or will it be submitted to other Human Subjects Review Boards, departmental committees, or community agencies for review and approval?

\_\_\_\_Yes (attach approval letters) \_\_\_\_\_No

***To be completed by the Departmental DRB Designate:***

This proposal qualifies for \_\_\_\_\_\_\_expedited review

\_\_\_\_\_\_\_exempt review

\_\_\_\_\_\_\_full board review

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Signature of Departmental DRB Designate) (Date)*

1. **PROTOCOL DESCRIPTION:**
2. **Introduction:** Introduce the topic of your research with background information and citations.

XXXXXXX

1. **Purpose:** Clearly state what your study seeks to address and why this is important.   
     
   XXXXXXX
2. **Exposition:** Explain how your project adds to or expands the body of knowledge that relates to your topic.   
     
   XXXXXXX
3. **METHOD AND MATERIALS:** For each of the following subheadings, explain how you will conduct your research.
4. **Participant Recruitment:**
   1. What is the total number of participants?  
        
      XXXXXXX
   2. How and where participants will be recruited (word of mouth, posters on campus emails, etc.)? Include any recruitment materials (e.g., sample flyers, sample emails, etc.) with your supplemental materials.  
        
      XXXXXXX
   3. What are the criteria, if any, by which participants will be included or excluded (gender, athletes, age, race, etc.)?

If the study involves students from the University of Puget Sound, the following standard statement may be used:

“The participant population will resemble the Psychology Department at the University of Puget Sound in terms of age, ethnicity, and gender.”

* 1. How will you obtain informed consent?   
       
     XXXXXXX
  2. Are there any special conditions or procedures that will be necessary for the project? If no, write N/A.  
       
     XXXXXXX
  3. Does your proposed study (a) involve non-English speakers or (b) take place outside of the United States? If yes, review the International Research Policy (https://www.pugetsound.edu/gateways/faculty-staff/institutional-review-board/policy-for-international-research/) and address all questions as they relate to your study. If no, write N/A.

XXXXXXX

1. **Risks to Participants:**
   1. All studies carry at least minimal risk; explain the nature of risks that might occur to the participants from participating in this study (physical, psychological, social, legal, or economic; see the IRB website for additional information on how to classify risk: (https://www.pugetsound.edu/gateways/faculty-staff/institutional-review-board/)  
        
      XXXXXXX
   2. Describe the precautions you have taken to minimize risks.  
      XXXXXXX
2. **Instrumentation:** Describe any equipment, surveys, software, etc. that will be used in the study, and include validity and reliability of the instrumentation, if relevant.

XXXXXXX

1. **Data collection:** Procedures of data collection need to be clearly described (e.g., how many times the subject must be tested or interviewed, how long will the session last, what is the subject to actually do during the testing session or interview, are there treatments/interventions, for ethnographic research methods specify interview type (structured, semi-structured, unstructured) along with questions and/or interview guide, etc.).  
     
   XXXXXXX
2. **Data Analysis:** Explain clearly how the data will be analyzed (e.g. qualitative research themes, ANOVA, t-tests, etc.).  
     
   XXXXXXX

**(C) CONFIDENTIALITY OF DATA:** Explain how data will be secured to safeguard identifiable records of individuals. This might include how and where the data will be

housed, how the data were recorded (audio or visual tapes, paper pencil, etc.), how long

the data will be kept, how it will be disposed of, who will have access to the data, etc. If applicable, describe deception and/or assent procedures.

If applicable, the following standard statement may be used:

“The names of participants will not appear on materials containing their responses. All identifying materials such as the consent forms will be kept in a locked file cabinet in the Psychology Department at the University of Puget Sound.”

**(D) BENEFITS:** Describe the anticipated benefits to participants, science, and/or society,

that may occur as a result of this study.  
   
 XXXXXXX

**(E) QUALIFICATIONS OF INVESTIGATOR(S):**

1. If a *student* is involved, please indicate why they are qualified to conduct the research: e.g., Jane Johnson is a senior in the Department of Psychology and has taken the following classes which provide her the skills to conduct this research: Developmental Psychology, Applied Psychological Measurement, Cross-Cultural Psychology and Social Psychology. XXXXXXX

**(F) REFERENCES:** Provide the list of references you cited throughout the protocol (e.g., *Introduction* section, *Method and Materials* section*,* etc.).