Human Subjects Review Application (ISP) – Undergraduate

The researcher has the primary responsibility to ensure safe research design and to protect human participants from all types of harm. Research that exposes human subjects to the risk of unreasonable harm shall not be conducted. The Local Review Board (LRB) or in some cases the Institutional Review Board (IRB) has the primary responsibility for determining whether the proposed research design exposes subjects to risk of harm.

All materials must be typed; handwritten materials will be returned.

DO NOT begin contacting potential project participants or data collection until the LRB/IRB notifies you that your project has been approved.

DO NOT leave a question blank in Section III; write "N/A" if a question does not apply to the application. Unsigned or incomplete applications will be returned for resubmission.

Section I.

Researcher:

E-mail: Phone:

SIT Study Abroad Program:

Academic Director:

Undergraduate Student (SIT Study Abroad) ☐

ISP Advisor:

Type of Project: Independent Study Project: ☐

Project Title:

Project Site(s):

Project Site Supervisory Organization:

Contact at Site:

Proposed project dates: from to

Section II.
Read and check all appropriate boxes.

My research does not need LRB/IRB review because it

☐	Does not involve the participation of human subjects.

If you checked the box above, make sure none of the elements under Exempt apply. Go to the end of the form, sign, have your advisor sign (digital signature), attach your proposal and submit to your Academic Director.

My research design may be EXEMPT because the research:

☐	Involves the observation of public behavior.
☐	Is conducted in an educational setting (classroom) involving normal educational practices such as evaluating tests procedures, curricula, or lessons and does not identify subjects or pose any risk.
☐	Involves surveying or interviewing public officials.
☐	Uses anonymous surveys, interviews, or observations of adults and poses no risks.

If you checked any of the EXEMPT boxes, please be sure none of the elements under Expedited and Full apply to your research. Go to the end of this form, sign, have your Academic Director sign (digital signature is fine), and attach your proposal, consent form, interview, survey or focus group questions and other relevant documents. Submit as one document to your Academic Director.

My research design may require an EXPEDITED review because the research:

☐	Does not involve children or other vulnerable participants. Vulnerable participants are children, the economically or educationally disadvantaged, prisoners, refugees and others vulnerable in the local research context.
☐	Involves individual or group contact in no risk/minimal risk circumstances and with non-sensitive topics.
☐	Involves collecting data from voice, video, digital or image recordings made for research purposes.
☐	Concerns individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior.)
☐	Uses surveys, interviews, oral histories, focus groups, program evaluations, human factors evaluations, or quality assurance methodologies in which subjects are or can be identified directly or indirectly.
☐	Was approved under 12 months ago, minor changes to the research design have been made and additional research will be conducted.

If you checked any of the EXPEDITED boxes in section above, please read the next section on full review, determine if none of those factors applies, and continue to Section III, Question 1.

My research design may require a FULL REVIEW because:

☐	Children or vulnerable groups are involved (e.g. prisoners, educationally disadvantaged persons, cognitively impaired persons, trauma survivors, or populations considered vulnerable in local social situations or cultural contexts).
☐	Research involves the intentional deception of subjects, such that misleading or untruthful information will be provided to participants. Participants includes people being observed or interviewed as well as supervisors of those participants.
☐	Projects use procedures that are personally intrusive, stressful, or potentially traumatic (stress can be physical, psychological, social, financial, or legal).

☐	Research concerns sensitive subjects such as sexual attitudes, preferences, or practices; the use of alcohol, drugs, or other addictive products; activities that may be illegal, or likely to offend prevailing standards of ethical practice for a given country context. Research may collect information • that, if released, could reasonably be damaging to an individual's financial standing, employability, or reputation within the community; • that, if disclosed, could reasonably lead to social stigmatization or discrimination; • pertains to an individual's psychological well-being or mental health; • that, if released would put the subject at risk of criminal or civil liability • in other categories that may be considered sensitive because of specific cultural or other factors.

Section III.
All questions must be completed. If the question does not apply to your research please mark N/A. Please do not leave any questions blank. Incomplete applications will be returned and resubmission will be required.

A. Briefly describe the proposed project including the research question and objectives:

B. Data Collection

1. Please indicate the number of participants by age and gender:

   a. Children (under 18 years of age), female ☐ male ☐ other ☐
   b. Adults (over 18 years of age), female ☐ male ☐ other ☐

2. Does the study involve any vulnerable populations? Yes ☐ No ☐
   If yes, please explain.

3. What will participants be asked to do? (Append interview questions, focus group questions, survey instruments, and other relevant materials)

4. If participants are interviewed, will you conduct the interview yourself and, if not, who will? In what language(s) will participants be interviewed? Where will these interviews take place?

5. How many meetings will you hold with participants and where will these meetings be held? (Will it become a burden to the participants of the research?)

6. How will participants be recruited?

7. Are participants compensated in some form? If yes, please describe. Yes ☐ No ☐

8. Explain your sampling protocol. What are the criteria for including or excluding participants? How will you select potential participants?

9. How will you protect participants from feeling pressured to participate in the study due to any power differential? For instance, if there is a formal relationship between researcher and participants (teacher/student, aid worker/client) that might influence a participant's ability to refuse to participate, identify alternative options to participation in the study.

10. How might participation in this study benefit participants (there may be no benefit)?

11. Do participants risk any stress or harm by participating in this research? Yes ☐ No ☐
    If yes, describe the risk or harm and the safeguards employed to minimize the risks.

12. Will participants receive a summary of results? Yes ☐ No ☐
    How will you disseminate the results to them?

13. Indicate what type of consent you will obtain and explain any waiver of written consent. For research with children you will need a minor assent and parental consent form.

    Written ☐
    Electronic ☐
    Oral ☐

    a. If your subjects are non-English speakers, explain how you will obtain consent/assent. (Append sample consent/assent language, including consent forms for each type of research participant).

C. How will the following be addressed?

1. Privacy: Protection of participant rights as a person to control access to oneself (intellectual, physical, and behavioral).

2. Protection of participant information:
    a. Anonymity (protecting names and other unique identifiers of participants): How will you protect participants' anonymity? To maintain the anonymity of participants, names cannot be collected. Subjects cannot be identifiable in any way.

    b. Confidentiality (protecting data about participants): How is access to data protected? How will data be stored and for how long? Will it be used in the future and, if so, how will permission for further use be obtained? Will your data be accessible online? The intended use of the research data, as stated in the informed consent form, and the actual use of data by the researcher in practice must be consistent.

4. Does your study require approval from an external IRB in addition to the SIT LRB/IRB? Yes ☐ No ☐
   If yes, please identify the institution as well as your plans for seeking approval:

5. If necessary, please discuss other details or procedures of the study that should be known by the Local or Institutional Review Board:

By signing below, I certify that all of the above information (and that attached) is true and correct to the best of my knowledge and that I agree to fully comply with all of the program's ethical guidelines as noted above and as presented in the program and/or discussed elsewhere in program materials. I further acknowledge that I will not engage in research activities until my advisor has notified me that both my proposal and my Human Subjects Review application are approved.

Student's full name (printed): Date:

Student's signature (electronic):

ATTACHMENTS INCLUDED AS APPROPRIATE
(CHECK ALL THAT ARE ATTACHED):

- ☐ Proposal
- ☐ Recruitment letters or fliers
- ☐ Informed consent form
- ☐ Minor consent form
- ☐ Parental consent form
- ☐ Observation guide
- ☐ Interview guide
- ☐ Survey instrument
- ☐ Instructions to informants
- ☐ Organization letter of support
- ☐ External IRB documents
- ☐ Other(s) (please specify):

The Academic Director's signature confirms that the composition of this proposal has been supervised and approved for submission to the LRB or IRB for review.

Academic Director's name (printed): Date:

Academic Director's signature (electronic):

Submission Instructions: Please submit completed application and supporting documentation AS ONE FILE to your Academic Director.

Academic Directors, if your student's proposal needs a FULL REVIEW, please submit application AS ONE FILE to irb@sit.edu. Please see section IV (next page) to cut and paste the student's proposal and all supporting documentation so it is all in one file. Submission must come from your official SIT email with the following file name (of your student): last_first_type (example: Smith_Jane_expedited.docx; Nguyen_Viet_exempt.docx).

Section IV.
Please cut and paste your full proposal and supporting documentation below in the text field. (If required by your academic director or if the academic director is submitting your proposal for a full review to the IRB.)