**Research Application for  
Institutional Review Board**

SUNY Cobleskill has the responsibility to ensure that the rights and welfare of human subjects are protected in any research process and to protect the college from circumstances of liability. The primary responsibility for this protection lies with the individual who engages in the research project, however the SUNY Cobleskill Institutional Review Board (IRB) will conduct a thorough review of each research proposal ensure that human subjects are adequately protected.

The IRB consists of Faculty and Staff members, serving time-limited terms. Faculty and Staff will be chosen/nominated based on their expertise with research, statistics, code(s) of ethics, and knowledge of students. Additional members may be called in based on special expertise for a specific type of research project. The IRB will be responsible for reviewing a formal proposal submitted by the researcher and offering approval, disapproval and/or required changes to the project.

Researchers (Faculty, Staff or Students) must submit a formal proposal prior to conducting research using this form to the IRB whenever it involves human subjects. Approval is required before research commences. Some guidelines for the form are on page 2. Please refer to the APA Code of Ethics for guidance in research involving human subjects.

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| Date Submitted: |  |
| Lead Researcher: | *(Name, title, department)* |
| Other researchers involved (supervising faculty): | *This includes students, outside researchers and research agencies.* |
| IRB Review: | *Indicate whether you are seeking Exempt, Expedited, or Full-Board Review.* |
| Description of proposed research: |  |
| What type of research is being done: | *Is this a case study, naturalistic observation, archival research, questionnaire, survey, open-ended questions, quasi experiment, or experimental design?* |
| Methodology/Procedures(s): | *Include all procedures, tests, interaction, and questionnaires that will be utilized during this study.* |
| What is the purpose of this research: | *Think about your hypotheses, goals, legal requirements, and what you expect to find. What do you expect the contribution of your research to be?* |
| Research subject population: | *Include your intended participant population and the recruitment procedures, including where and how recruitment will take place, including specific text and context that will be used.* |
| Sampling procedure used: | *Include how many potential participants will be included, as well as their age range. Will participants be compensated? If so, provide specific information regarding what the compensation will be, how it will be distributed, and how this information will be communicated to potential participants.* |
| Informed Consent and Debriefing: | *Describe the process you will use to obtain informed consent from participants, including specific the specific text that will be used and the context in which it will be distributed. How can participants decline participation? How will participant consent be documented? How will their information be used? Consider what you might do to be sure that students/participants have the right to refuse to participate, to stop without completing your research, to know about any deception after the completion of the study, to be informed about the study as much as possible, etc.* |
| Where will the research take place: | *There may be multiple locations. Describe them, and the rationale for that location(s).* |
| When will the research take place: | *Include a specific timeline, broken down into sessions, if necessary.* |
| Data/Records storage: | *Describe where records (research data, consent forms, completed surveys, etc.) will be stored, how long the data will be maintained, how it is protected, and how it will be destroyed.* |
| Describe any confidentiality/anonymity issues for this research. What, if anything, is being done to protect the identity of the participants? | *Consider that any time you hold ANY identifying information of your participants (Including (but not exclusive to) initials, 800# and/ or numbers assigned by you if they are linked back to names), you no longer have anonymous data, and you need to consider how data will be handled to protect confidentiality.* |
| Risk. What is the level of risk involved for participants? | *None, minimal, some, moderate, significant.* |
| Describe how this research will affect the participants physically, emotionally, educationally, spiritually or otherwise. | *Describe any risk noted above. It is rare that there is NO risk whatsoever. Consider things like psychological discomfort, significant time involvement, physical risk, etc.* |
| Protection of rights. Are any special precautions being taken to ensure the rights of the participants? | *In addition to any confidentiality/anonymity issues addressed above, are there any further action(s) being taken to protect participants?* |
| Will this research project involve organizations other than SUNY Cobleskill? | *If yes, please specify the roles of the organization(s), and provide all existing approvals with your proposal.* |

***Please also include copies of any instruments, cover letters and consent forms for review***.

Please submit your proposal by email to [IRB@cobleskill.edu](mailto:IRB@cobleskill.edu). Once a *completed* application is received, allow for at least two weeks for the IRB’s decision to be communicated with you. To consider your application to be complete, a single document containing the following elements must be included with your application:

* + Informed Consent/Debriefing
  + Research materials (i.e., copy of your survey, questionnaire, etc.)
  + Recruitment materials (i.e., flyers, invitation language, etc.)
  + Approvals from outside organizations (if applicable)