**Institutional Review Board**

**Research Proposal Form**

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. A copy of this document is saved here: Z:\Institutional Review Board.

|  |  |
| --- | --- |
| Date submitted |  |
| Lead Researcher | *(Name, title, department)* |
| Other researchers involved (supervising faculty) | *(Name, title and department)* |
| Research subject population: |  |
| Sampling procedure used: |  |
| What type of research is being done: |  |
| Where will the research take place? |  |
| When will the research take place? |  |
| What is the purpose of this research? |  |
| Describe any confidentiality/ anonymity issues for this research. What, if anything, is being done to protect the identity of the participants? |  |
| Risk. What is the level of risk involved for participants? |  |
| Describe how this research will affect the participants physically, emotionally, educationally, spiritually or otherwise. |  |
| Protection of rights. Are any special precautions being taken to ensure the rights of the participants? | *Yes / No*  *If yes, describe:* |
| Description: Describe the procedure to be undertaken for this research. (Consider that members of the IRB come from multiple disciplines, so may not be familiar with some of your processes) |  |

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

Please submit proposal by email to [corbetab@cobleskill.edu](mailto:corbetab@cobleskill.edu). (to change to IRB@cobleskill.edu) You may expect a response within two weeks of the IRB receiving all the materials.

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| --- | --- | --- | --- | --- |
| Date submitted |  | | | |
| Lead Researcher | *(Name, title, department)* | | | |
| Other researchers involved (supervising faculty) | | *This includes students, outside researchers & research agencies.* | | |
| Research subject population: | | | Describe the group from which the sample will be obtained. Who will your results pertain to? | |
| Sampling procedure used: | | How will you recruit your sample? Will they be able to decline participation? How? Will they be compensated? How? How will you document participant consent? | | |
| 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? |
| Where will the research take place? | | | | *There may be multiple locations. Describe them, and the function of each.* |
| When will the research take place? | | | | *Include a specific timeline, broken down into sessions, if necessary.* |
| What is the purpose of this research? | | | | What do you hope to find? Delineate hypotheses, goals, legal requirements, and what you expect to find. |
| 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’s 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? | | | | Consider what you might do to be sure that students have the right to refuse to participate, to demur from continuing, to know about any deception after the completion of the study, to be informed about the study as much as possible, etc. |