Institutional Research Review Board Application Form
FOR STUDENT RESEARCH

PLEASE PRINT

Name(s):

College: ☐ CPSA
☐ NCE

Campus: ☐ Chicago
☐ Elgin
☐ Florida
☐ Lisle
☐ North Shore
☐ Wheeling
☐ Wisconsin

Home Address:

Phone:
Home:
Work:
Cell:

NLU E-Mail Address: _____
(Note, communication regarding IRRB will be done through your **@my.nl.edu** account)

Research Title:

Anticipated Data Collection Start Date: _____
*This project cannot begin until IRRB has issued an approval letter.

SIGNATURE PAGE

Certification

I certify that I have read and understand the policies and procedures for research projects that involve human participants and that I intend to comply with University Policy. I understand that all non-exempt projects require annual review. Significant changes in the study protocol need to be submitted on a Change Form for review prior to those changes being put into practice.

Signature of Researcher(s) **Date**:

Check only one of the following, indicating the review level into which this research falls according to Title 45, Code of Federal Regulations, Part 46. Please see the following page for a description of each review level AND on that page please check the category status for your research.

- ☐ Project is exempt.
- ☐ Project is referred for expedited review.
- ☐ Project is referred for full IRRB review.

Approval Signatures:

Committee Chair/Primary Advisor:

Signature*_____Date_____

*My signature indicates I have fully reviewed this application and found that it meets all IRRB requirements.

IRRB Member:

Signature _____Date_____

Signature*_____Date_____

* *Required if expedited.*

CATEGORY STATUS

Exempt Status

Research requiring an exempt review level involves only minimal risk to the human subjects involved. The declaration of exemption, together with accompanying documentation, is filed with the IRRB.

Your research is exempt if it fits into only one of the following categories:

Categories (CHECK THE ONE THAT BEST APPLIES):

- ☐ It is carried out in common educational settings and involves regular or special educational practices
- ☐ It involves educational tests, surveys, interviews, or observation and that maintain confidentiality and do not place the participants at risk through disclosure (Note--if you are interviewing or surveying minors, your research is not exempt)
- ☐ It involves the study of existing data that is publicly available.

Expedited Review

Research requiring an ***expedited*** review must first fit one of two criteria AND then fall into at least one of three categories. Please first determine and check the criteria, and then determine and check the category.

Criteria (CHECK THE ONE THAT BEST APPLIES):

- ☐ Research involves no more than minimal risk. (Category Number: 46.110b 1)
- ☐ Minor changes are proposed in previously approved research. (Category Number: 46.110b 2)

Categories (CHECK THE ONE THAT BEST APPLIES):

- ☐ The collection of biological specimens or data for research purposes by non-invasive means;
- ☐ Involves materials (data, documents, records, or specimens) collected solely for non-research purposes (such as medical treatment or diagnosis);
- ☐ Uses survey, interview, program evaluation, or quality assurance methodologies and deals with a) topics that are outside of regular classroom practice for school based research (e.g. pregnancy, bullying, and dropping out of school, being fired from a position); and/or b) topics are sensitive in nature (e.g. adoption, rehabilitation from alcohol abuse) and/or c) involves vulnerable populations

Full Review

Any research that doesn't meet the criteria for Exempt or Expedited reviews requires a Full Review by the IRRB Board. Examples are research projects in which participants would undergo significant risk from identifying disclosure of research results, such as criminal activity.

Narrative Description of Research

In addition to completing the checklist and the signature forms, please submit a narrative description of your research that clearly addresses each of the following points. Please submit the narrative separately as a Word document. *As you complete the narrative, keep in mind that the Institutional Research Review Board's (IRRB's) primary concern is the potential risk—physical, emotional, or other—to the participants, as well as the protection of their rights. Thus, the IRRB must have enough information about the transactions with the participants to evaluate the risks of participation. Assurance from you, no matter how strong, will not substitute for a description of the transactions and the inclusion of all related documents. For this reason, you must provide copies of all surveys, questionnaires, consent forms or other documents to be used in the inquiry.*

1. Research Purpose: Briefly describe the purpose of your study in clear, non-technical terms.
2. Participants: Explain in detail 1) who your participants will be (e.g. teachers, students, members of a community organization), 2) number of participants, 3) participant demographics (ages, gender).
3. Recruitment: Explain how you will recruit participants and ensure they do not feel coerced into participation.
4. Data collection: Describe how you will collect information for your study. Please be precise and include all data collection methods (e.g. semi-structured interviews, surveys, observations). **As stated above, please submit all data collection instruments with your IRRB application.**
    - *For classroom-based studies (typically, action research and/or self-study)*, your data collection may include regular classroom processes (e.g., reflective journals, student work samples, exit tickets, classroom or small group discussion). Please briefly and clearly describe these processes if they are to be used in your research; however, you do not need to submit the actual forms used in regular classroom processes (e.g., blank exit tickets, quizzes, or journal instructions).

5. Risks and Benefits: Describe any potential risks and/or benefits (emotional, physical, political, social, or economic) to your participants.
    a. If more than minimal risk is involved, explain: 1) who the knowledge to be gained and/or the benefits to the research participants from the proposed research justify the risk participants may incur, 2) what, if any, support services will be provided in the event of harm to a participant.
    b. If applicable to your classroom-based research, please explain your procedures for providing educational equity to any students not participating in the study.

6. Consent and Assent: *If needed,* describe how you will obtain informed consent and, if applicable, assent. Append all consent/assent forms (please see guidelines that follow for consent form development).

The informed consent form must include ALL of the following. Please see sample on IRRB website:

1. Researcher affiliation: Provide a statement identifying the researcher's affiliation with National Louis University, if appropriate.
2. Purpose: Provide a brief description of the purpose of the study in language participants can clearly understand.
3. Data collection: Inform participants of what their involvement will entail. Clearly state all types of data that you expect to collect (e.g. observation, interview, survey). For each *type* of data, indicate the amount of participant *time involved* and *number of times* collection will occur (e.g. 3 individual interviews lasting 30 min.). Append all data collection instruments (e.g. surveys, observation protocol, interview protocol).
4. Risk/Benefits: Identify the anticipated risks and/or benefits (emotional, physical, political, social, or economic) to the participants.
5. Voluntary nature: Indicate that participation is voluntary and participants have the right to withdrawal at any time without negative consequences.
6. Confidentiality: Explain how confidentiality will be protected. (If you are using audio or video that will be viewed outside of data analysis, explain this in your form.) Indicate who, if anyone, will have access to your data (e.g., transcripts, field notes). Also, identify where data will be held and how it will be secured. Finally, identify what will happen to audio/video recordings upon completion of the research.
7. Sharing results: Provide an offer to make research available, in some form, to participants.
8. Contact information: Provide contact information for participants to ensure any questions about the research and participant rights are fully answered. That includes the name, title, word address, telephone number, and email address of 1) researcher; 2) current IRRB chair(s); and 3) advisor/chair (if researcher is a student). (See IRRB website for current contact information.)

Please note:

- If participants speak a language other than English, assent and consent forms must be submitted in English and the language spoken by participants.
- Before data collection, you must secure two copies of the signed consent form (a copy for you and the participant). Verbal consent is not acceptable, consent must be in writing on an IRRB approved consent form.
- A letter of agreement may be required from the cooperating institution or organization. It is the researcher's responsibility to inform and obtain permission to conduct the study.
- Vulnerable populations include minors, prisoners, disabled persons and pregnant women. If participants include vulnerable populations, ensure that participation is voluntary. This may extend to researchers who serve in a supervisory and/or evaluative capacity in relationship to participants (e.g. principals, curriculum directors). For such circumstances, additional elaboration is required to indicate how participants will not feel or be coerced or influenced to participate. Additionally, if a participant is disabled and over 18, consent of a legal guardian is required.