The 3 quintessential requirements of the ethical conduct of research involving human subjects are respect for persons, beneficence, and justice.
1. Respect for persons involves a recognition of the personal dignity and autonomy of individuals, and special protection for those with diminished autonomy.
2. Beneficence entails an obligation to protect persons from harm by maximizing anticipated benefits and minimizing possible risks of harm.
3. Justice requires that benefits and burdens of research be distributed fairly.

Submitted by: ___________________________ Department: ___________________________
Email address: ___________________________ Phone No: ___________________________

Title of Proposal: _______________________________________________________________

Project Duration: Start Date (mo/year):_______ End Date (mo/year):______

☐ New Proposal:
☐ Proposal Renewal: Previously Approved: __________________
   ▪ If this is a previously approved project, lease attached a separate sheet listing any changes since prior approval.

Type of Project:
☐ Faculty or Staff Research or Class Project
   ◦ Course number and name: _____________________________________________
   ◦ Funding Agency: _____________________________________________________
   ◦ Agency deadline: ________________

☐ Student Research Project
   ◦ Course number and name: _____________________________________________
   ◦ Faculty Advisor name and department: ________________________________

Review Category
☐ Exemption from further review
☐ Limited Review
☐ Expedited Review
☐ Full Committee Review
Checklist of Items to Include:

☐ Departmental request for approval
☐ Informed consent documentation
☐ Data collection instruments (surveys, tests, interview questions, etc.)
☐ Research Proposal (and/or sponsor application)
☐ Progress report (if renewal)

In making this application, I certify that I have read and understand Muhlenberg College policies and procedures governing human subjects research and agree to abide by them. I certify that the attached information accurately describes the proposed research project.

Researcher’s Signature: ______________________________________________ Date:____________

For student-conducted projects: This is to certify that I am the Principal Advisor for this student; I have examined the procedures involved in this study, and I take overall responsibility for the conduct of this research. I have read the attached information. In my opinion, it accurately describes the research, and that research will comply with College policies and procedures governing human subject research.

Advisor’s Signature: ______________________________________________ Date: ____________

Advisor’s name: __________________________________________________
Request for Exemption from further IRB Review (please check all that apply):

☐ The research will involve the observation of public behavior or will involve survey or interview procedures, and, of the following conditions, numbers 1a or 1b, 2, and 3 will apply (you must check 3 boxes):

☐ 1a. Data will not be recorded in a manner enabling the identification of participants; or

☐ 1b. Data will be recorded in a manner enabling the identification of participants, but the participant's responses, if they were to become known outside the research, could not reasonably place the participant at risk of criminal or civil liability or be damaging to the participants' financial standing or employability.

☐ 2. The research will not deal with sensitive aspects of the participant's behavior, such as illegal conduct, drug or alcohol use, sexual behavior, etc.

☐ 3. The research will not deal with a vulnerable participant population, such as children, economically or educationally disadvantaged participants, mentally or physically challenged participants, prisoners, or participants who are ill.

☐ The research will be conducted in established or commonly accepted educational settings involving normal educational practices (e.g., research on curricular changes, teaching styles).

☐ The research will involve the use of educational tests, and the information taken from these sources will be recorded in such a manner that the participants cannot be identified either directly or indirectly.

☐ The research will involve survey or interview procedures, and the respondents are elected or public officials or candidates for public office.

☐ The research will involve the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens. These will be from sources that are publicly available, and the information in them will be recorded by the investigator in such a manner that participants cannot be identified directly or indirectly.

☐ Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.

☐ Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

Please provide any other information that may be helpful to the IRB in response to your request for exemption from further IRB review:
1. Please provide a description of your project below (no more than one page). Describe the project’s goals, design, major hypotheses or research questions, procedures, and any experimental procedures or manipulations to be used.

2. Describe your participant population(s):

   Number of Subjects: No. Male: No. Female:

   Which of the following describe(s) this population?
   - [ ] Adults
   - [ ] Undergraduates
   - [ ] Minors (under the age of 18) Specify ages: ______________________
   - [ ] Mentally or physically challenged individuals
   - [ ] Minority groups (specify) _________________________________
   - [ ] Vulnerable population(specify) ______________________________
   - [ ] Other (specify) _________________________________

   How will participants be selected, recruited, and enlisted to participate?
Will participants be paid or compensated in some fashion (food, prizes, etc.)?

☐ No

☐ Yes (specify) ____________________________________________

3. How will data be obtained? (please attach copy or description of written/oral materials or experimental procedures to which participants will be asked to respond)

☐ Observation in public location  ☐ Observation in private location

☐ Questionnaire/Survey

☐ Interview(s) face-to-face  ☐ Interviews Telephone  ☐ Interviews Email/Chat-room

☐ Tests/Published-standardized  ☐ Tests/Researcher created

☐ Experimental methods

☐ Other (please specify)

4. Please describe all foreseeable risks (physical, mental, and social) to the participants. Describe any distress that might be caused by the study, such as probing for information that might be considered personal or sensitive to the participant or that might be considered offensive, threatening, or degrading. If deception will be employed, describe the nature of the deception and the rationale for its use. If distress is possible or if deception will be employed, described planned procedures for debriefing the participants after the research is conducted.

5. If you intend to have photographs/videos of participants published or displayed in public places, please attach the copyright and permission forms you intend to use.
6. What steps will be taken to insure that participants’ participation is voluntary? Be sure to provide the script for information provided by research personnel or written materials to be given to the participant.

7. What information about the study will be provided to potential participants? If it is necessary to obtain participation without informing participants of the true nature of the study, include a script for information to be provided by research personnel or written material to be given to participants. If participants are to be debriefed after participating, include debriefing script or materials.

8. If research involves participant observation, how will the researcher’s role be explained to other participants in observed activities?

9. Will a written consent form be used? □ Yes  □ No *

*Federal law requires that, except in special circumstances, informed consent must be obtained. In brief, consent forms must include (1) a statement explaining the purpose, procedures, and duration of the project (2) a description of benefits to the participant and others (3) a statement describing the manner in which confidentiality will be maintained (4) a statement of any risks involved (5) contact information should questions arise in the future, and (6) a statement that participation is completely voluntary.

*If a consent form is not to be used, the researcher must provide a justification, for instance in the case of web-based surveys where consent can be implied by participants accessing a web-site. In addition, researchers must provide participants with contact information for a person affiliated with the project and for the IRB committee should questions arise.

A sample consent form can be downloaded from the Muhlenberg College Department of Political Science and the Muhlenberg College IRB web page. Be sure to provide a copy of your consent form with your application. If you will not use a consent form, please provide a justification.
10. If participants are minors (under 18), will parents’ or guardians’ consent be obtained? Describe how.

11. Will data be collected that identifies individuals or that will be recorded in a way that allows observations to be linked to individuals? □ Yes □ No *  
   If yes, please explain the nature of the information and the manner in which it will be disseminated.

12. Will any personal data be drawn from institutional files or archives (e.g., school files)? If yes, explain the source and nature of such data.

   a. Who will have access to these data?

13. What steps will be taken to insure confidentiality of personal data? Be specific. Will research personnel (including students) be informed of their responsibilities in maintaining confidentiality? How will confidentiality be preserved as data are collected, stored, analyzed and published? When will data identifying individual participants be destroyed?