| **1.** | Title of proposal: | | | Initial submission date:  (Date sent to [hsrrc@oxy.edu](mailto:hsrrc@oxy.edu))  Revision date (if applicable):    Expected start date:    Expected Completion date: |
| --- | --- | --- | --- | --- |
| **2.** | **\_\_\_\_** Faculty Supervisor, or    **\_\_\_\_** Principal Investigator: **\_\_\_** Faculty **\_\_\_** Administrator **\_\_\_** Staff | | | |
| Name: | | | Phone Number: |
| Address/Dept: | | | |
| **3.** | \_\_\_\_ Student Investigator(s) \_\_\_\_ Research Assistant(s)   * Year of Oxy graduation (if applicable): * Are you currently abroad: \_\_\_ YES \_\_\_ NO   \_\_\_\_ External Collaborator(s) | | | |
| Name(s): | | Phone Number:  Email address: | |
| **4.** | Department of origin of proposal: | | | |
| **5.** | Please respond to each of the following:  5A. Research Proposal summary (maximum **250** words). Give a complete description of the nature and objective of this research, including where research will take place (e.g., what city/state/country; at a particular site at Occidental, another school, coffee shop/public place, particular business, etc.). | | | |
|  | 5B. Describe in detail how human subjects will participate in your research (e.g., Interviews: in person, or telephone; Questionnaires/Surveys: paper & pencil, or electronic such as a Qualtrics survey; observation of participants; include a description of any equipment or instruments to be used and how participants will be involved.) | | | |
|  | 5C. In what language will the study be conducted?  5D. If in a language other than English, can you conduct the study in the appropriate language or will you use an interpreter? (If not using an interpreter, please state your level of proficiency in the other language – e.g. native speaker, major, etc.) | | | |
| **6.** | 6A. Do you have or are you applying for funds to support this project?  If YES, please indicate the source or sources of funding:  6B. Are you receiving course credit for this project?  If YES, please indicate the course number, semester and year.  Course#:Semester, year: | | | |
| **7.** | Number of subjects required (approximate): | | | |
| **8.** | Please respond to each of the following questions:  8A. Who will the subjects be? (e.g., college students)  8B. Are all subjects at least 18 years of age or older? \_\_\_\_ Yes \_\_\_\_ No  8C. Where and how will they be recruited? In other words, how will subjects be approached about the project and/or invited to participate? Describe the recruitment procedures, including any materials sent to the subjects about the study.  8D. Please describe who will do the recruiting, and their relationship to potential subjects:  8E. Taking into consideration the relationships and power dynamics among the recruiters, researchers, and potential participants, describe how you have minimized any possible sense of pressure a person might feel to agree to participate:  8F. If you will ask subjects to refer you to other potential participants, please describe (1) any privacy concerns for those referred to you and (2) how any possible sense of pressure in their referral could be avoided: | | | |
| **9.** | Describe any psychological and/or physiological stimuli or interventions, and the means used to administer these stimuli or interventions. Indicate the steps that will be taken to assure the proper operation of the equipment used to administer stimuli. Give particular attention to prevention of accidental harm or injury to the subjects. (**Note: Questions or surveys are considered a form of stimuli. If appropriate, list that only questions will be asked of subjects.**) | | | |
| **10.** | All research involves some risks. Is the probability or magnitude of harm and discomfort anticipated in this study greater than those ordinarily encountered in daily life? Please describe the level of risk to participating subjects, and give a detailed description and justification for such risks. Include a statement how you will minimize risks. | | | |
| **11.** | Will there any deception of the subjects?   \_\_\_\_ Yes \_\_\_\_ No  If yes, what is its rationale, its necessity, and why is the research so important as to justify its use? Are there modifications to this research that would allow for genuine informed consent? | | | |
| **12.** | 12A. How & when will informed consent be taken from the subject? (e.g., signed/written consent in person or in advance via email; electronic/on-line consent as the 1st page of a survey)    12B. If consent is to be given online, have you confirmed that participants who do not agree to the informed consent statement cannot proceed to take the survey?  Yes/No | | | |
| **13.** | If you are going to debrief your subjects after their participation in the study, please tell us your plans. If appropriate, also describe also the mechanism for alleviation of stress or psychological harm that may derive from participation in this study. (e.g. in the instance of deception, providing subjects with the true nature of the study after deception is revealed to give them the opportunity to decide if they still want to participate in the study; or provide subjects with a link to a psychological help-line as a mechanism for alleviation of stress or psychological harm that may derive from participation in the study. For Occidental students, you may wish to refer them to Emmons Health & Wellness Center.) | | | |
| **14.** | Please let us know what the data from this research are to be used for (e.g., class assignment, thesis, publication, public exhibition, held for future use, etc.), and who will have access to the data/final product (e.g., only the researcher; the researcher & faculty supervisor). | | | |
| **15.** | Also, state how and where the signed consent forms and the data collected will be handled and stored per the federal regulations Title 45 Part 46.115(b) https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html (Note: data should be password protected while working with it on the computer, and then be kept locked-up for a minimum of 3 years after the completion of the research. For students, data should be deleted from the computer after a hard copy of data & consent forms are submitted to the faculty supervisor to be kept locked in their office or in the department.) | | | |
| **16.** | If the current project is being conducted by students, describe the level of involvement of the faculty supervisor. | | | |
| **17.** | | Explain provisions to protect the confidentiality and privacy interests of participants. Describe the procedures you will use to secure and protect your collected data during the course of your research. (If you do not intend to identify subjects in reported data, how will you do this: assign a fake name/pseudonym; use a code system & keep the code #s separate from the list of names & signed consent forms, not use names or identifying info at all?) | | |
| **18.** | | Please attach as a separate document a copy of any questionnaires or interview questions that will be used. (For online surveys, please provide the URL here and also attach a PDF copy of the survey.) | | |
| **19.** | | INFORMED CONSENT: In accordance with Federal regulations, College policy on research involving human subjects requires the use of “informed consent forms,” which must be signed by the subject or the legally authorized representative of the subject.   * One copy of the appropriate, completed consent form(s) must accompany the proposal to the Human Subjects Research Review Committee. If the study involves children, a copy of any other communication to parents and a child/adolescent assent form, if applicable, must also accompany the proposal to the Human Subjects Research Review Committee. The appropriate forms to complete and submit are available at: https://www.oxy.edu/offices-services/institutional-review-boards/human-subjects. * If research will be conducted in a language other than or in addition to English, you must submit the appropriate consent form(s) in English first for review by HSRRC. After the English version is approved, you will be asked to submit a version in the language subjects can understand. (Templates in other languages may be available on the HSRRC website.) You may be asked to have someone (e.g. a translation service) verify the non-English version for HSRRC before it can be approved. Please consult Oxy’s IRB Office about this if needed.   **~~~~~~~~~~ ~~~~~~~~~~ ~~~~~~~~~~**  **Do you intend to collect additional data beyond one year of HSRRC approval, or hold data or re-analyze it for future use? \_\_\_\_\_ Yes \_\_\_\_\_ No**  **NOTE: If you answered “Yes”, please include a statement in your consent form narrative informing subjects of this (e.g. “Data derived from participation in this study may be held for future use, and may be stored and re-analyzed or otherwise combined with other data** **at a later date after the specific period defined by this study.”)** | | |
| **20.** | | Please disclose any financial conflict of interest you may have regarding this research. (Financial interests are not prohibited, and not all financial interests cause conflicts of interest or affect the rights and welfare of human subjects. However, to the extent financial interests may affect the rights and welfare of human subjects in research, the IRBs needs to consider what actions regarding financial interests may be necessary to protect those subjects.) | | |

Occidental requires all investigators and research assistants (faculty members, students, administrators & staff) engaged in human subject research to certify to the HSRRC-IRB that they have completed human subjects training through [CITI Program](https://www.oxy.edu/offices-services/institutional-review-boards/human-subjects/required-training) as part of the HSRRC-IRB review process, and before approval of a research project.  Principal Investigators including student and faculty researchers, as well as faculty mentors/supervisors, should plan to complete the training well in advance of submitting a request for human subject research to Occidental's HSRRC-IRB.  Documentation of training should be submitted as a PDF file when you submit a request to conduct research with human subjects to the HSRRC-IRB Office at [hsrrc@oxy.edu](mailto:hsrrc@oxy.edu).

I have examined this completed form and I am satisfied with the adequacy of the proposed research design and the measures proposed for the protection of human subjects. I will take personal responsibility for the safekeeping of all signed consent forms and raw data (e.g., test protocols, recordings, questionnaires, interview notes, computer files, etc.) in a College office under lock and key for a minimum period of three years. I further agree that all records pertaining to said research will be made available for institutional inspections and regulatory audits.

In signing this document, the investigator(s) acknowledge their responsibility under CFR: Title 45, Part 46 - Protection of Human Subjects and confirms their knowledge of these guidelines and regulations.

Signature of Investigator :   
  
Date:

NOTE: *A research proposal by a student must also have the previous statement signed by a faculty supervisor.*

Signature and Title of Faculty Supervisor:   
  
Date:

→ ☐ I/we have attached documentation showing completion of required CITI training   
 (*for all investigators, faculty supervisors, and research assistants*).