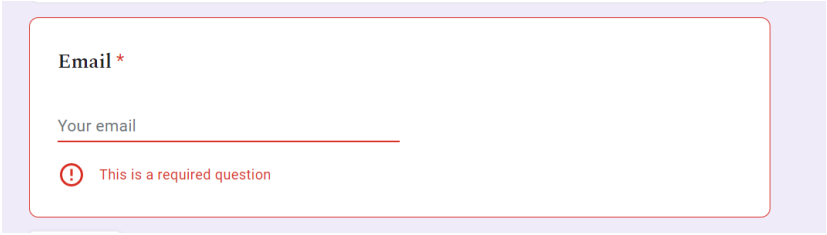
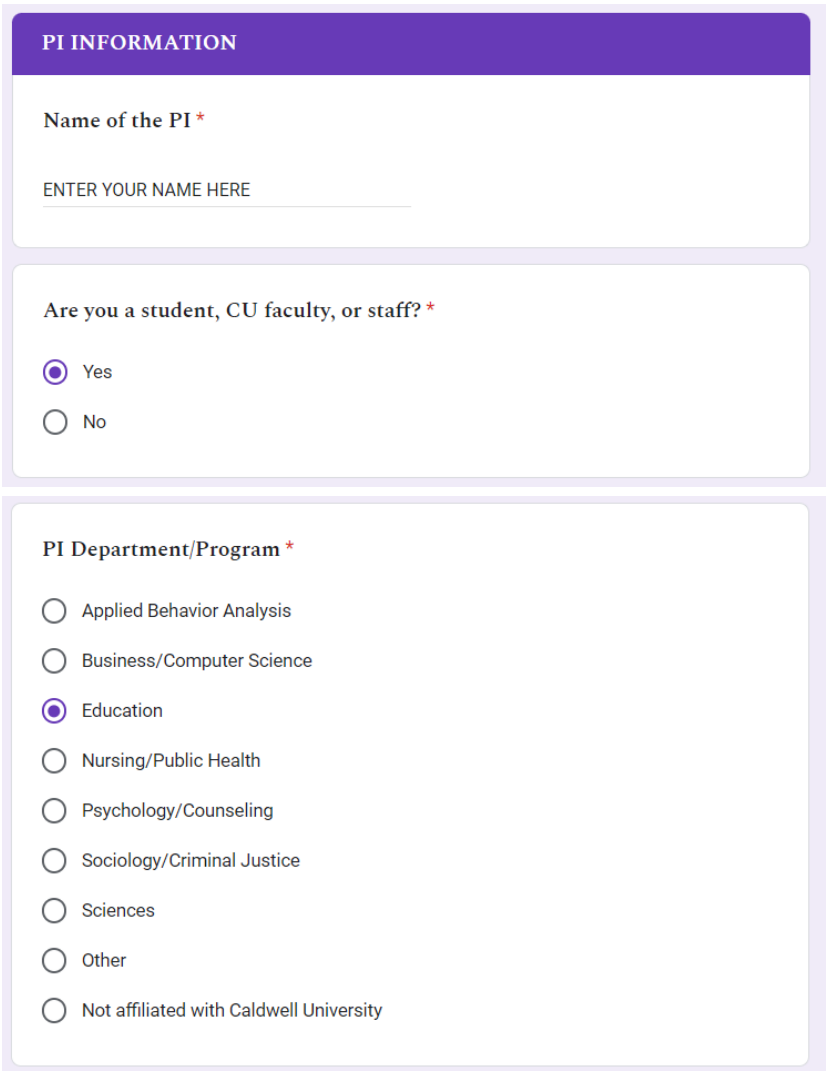
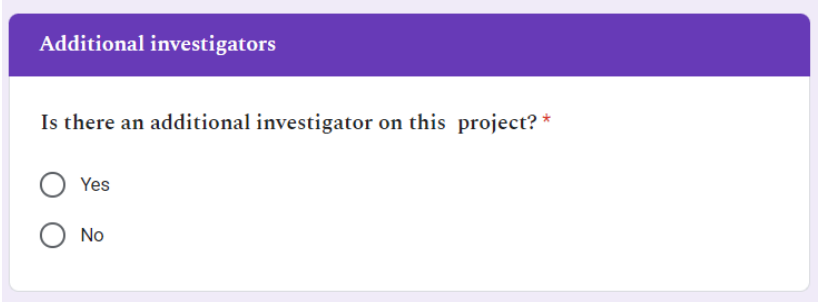
To apply for the IRB to consider your research protocols, please use the following link: https://forms.gle/hEavXNcgpKRQF2wAA

The form is complex, and while many answers provide a predetermined choice, some require a carefully thought out narrative. This document offers you the form prompts so you know what to expect. We suggest that you use these prompts to write your narrative answers in a separate document, make sure everything is accurate and error-free and then copy and paste the information into the form. For any questions, please contact irb@caldwell.edu

The prompts are:
EXEMPT and EXPEDITED REVIEWS:

- Valid email address
- Name of the Principle Investigator, Status at Caldwell, Department information
- Information about additional investigators, if any
- Information about the CITI training and certificate of completion (should be attached to the application)
- Project title and type
- Information about your project such as review category, research summary and objectives, involvement of minors, types of consent, and so on.
- Answer the questions about the intended participants and recruitment, attach recruitment materials
- Provide the necessary consent process information; attach all necessary forms.
- Provide necessary methodology information, attach the instruments you will be using
- Explain the confidentiality or anonymity and how you will protect it.
- Provide explanations of risks and how they will be mitigated
- Explain what the benefits of the study will be
- Provide assurances, your signature and insert the date.
- Submit your form.

	Insert your valid email address, the one you use and check often. For Caldwell students, faculty, and staff, make sure this is your Caldwell address.
	Enter the name of the Principle Investigator (PI) and mark other appropriate choices to tell us more about the PI on the project.
	Tell us if there are any additional investigators on the project. If there are, fill out their information.

ADDITIONAL INVESIGATOR(S) INFORMATION

Who else is affiliated with the project and how? *

Your answer

PROTECTION OF HUMAN SUBJECTS TRAINING

Date of completion of the latest CITI training. The basic CITI training for the Caldwell University IRB purposes is Social-Behavioral-Educational (SBE) Comprehensive training for non-nurses and Biomedical (biomed) Comprehensive for nursing students/faculty. The CITI training must be completed within past three years). *

Date

10/03/2022

Additional Training, date of completion

Date

mm/dd/yyyy

Please include proof of CITI training(s) for all researchers and/or faculty sponsors involved with the project. Completion date must be within past three years. *

citiCompletionCe...

Add file

PROJECT INFORMATION

Project title *

ENTER THE TITLE OF YOUR PROJECT HERE.

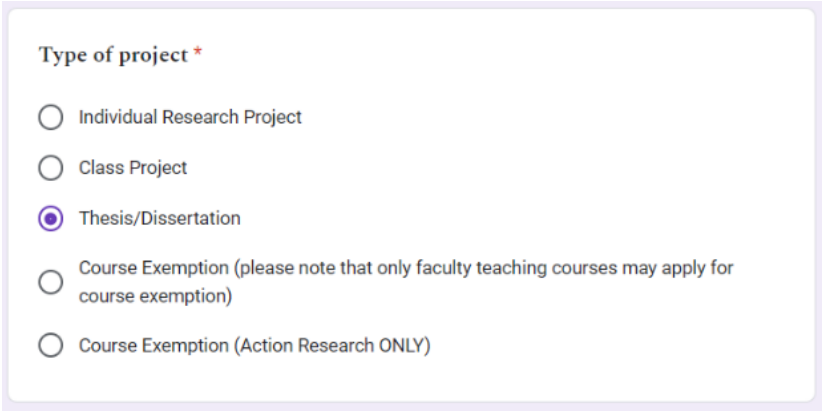
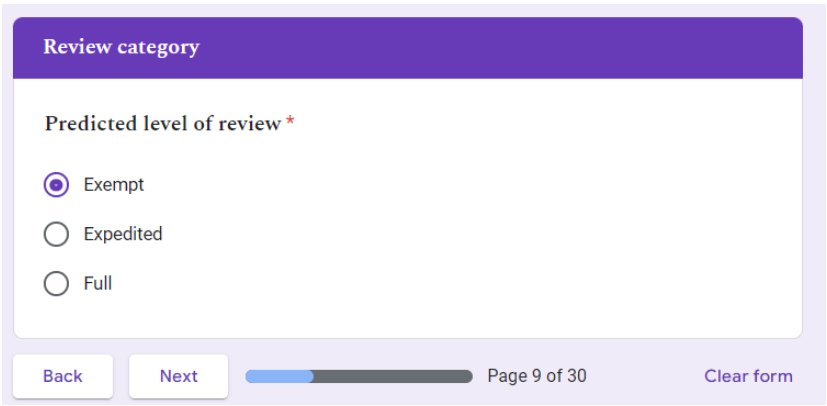
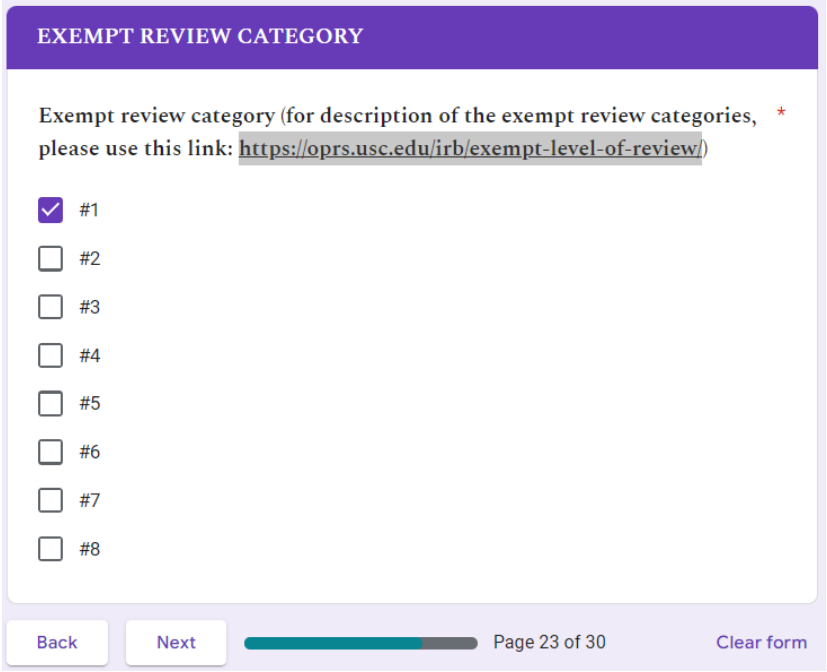
Tell us about the completion of CITI training for you and other researchers on the project. Make sure that you and everyone on your team complete the appropriate CITI course:

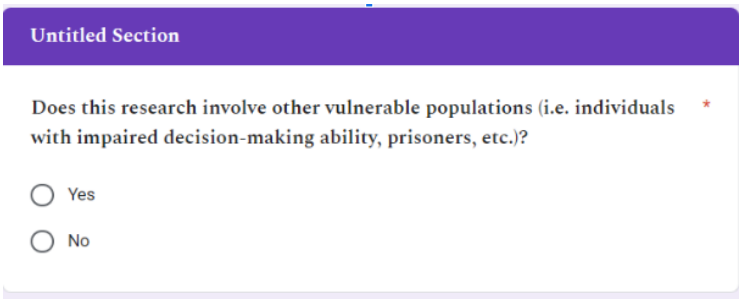
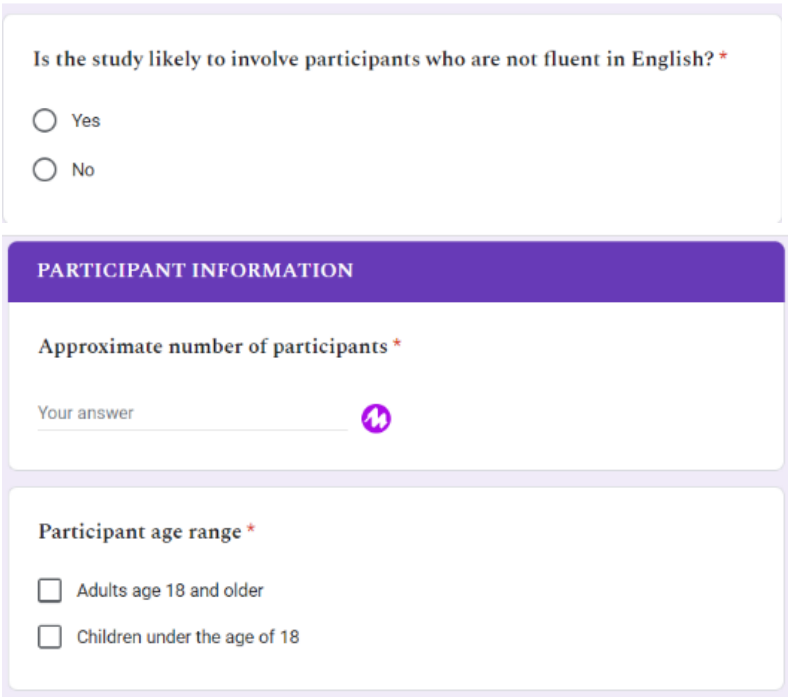
- Non-nurses should complete Social-Behavioral-Educational (SBE) Comprehensive course.
- Nurses should complete Biomedical (Biomed) Comprehensive course.

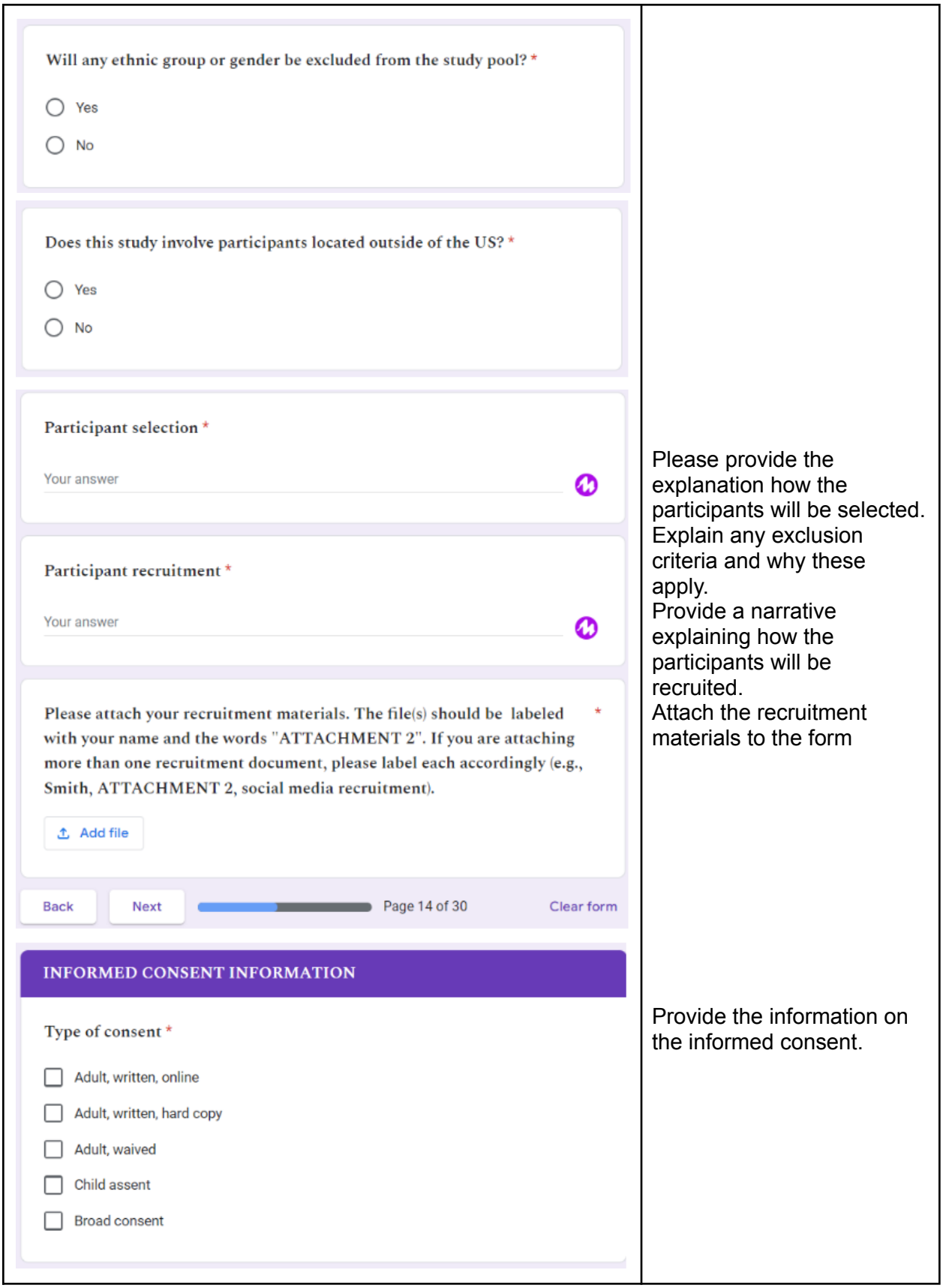
The CITI training must be completed within the past three years).

Add certificates indicating the completion of training when prompted to do so.

Tell us about your research project, provide the title and mark what type of project that is.

	Choose the type of project
	Choose the level of the review
	Chose one or more categories of the review. For the complete list and explanations of categories, please visit https://oprs.usc.edu/irb/exempt-level-of-review/

	Provide project information as requested by the prompts. Here, provide the research summary, research objectives significance. Mark whether your research involves minors.
	Provide project information as requested by the prompts. Most of the information is choice filled by clicking on the options provided.
	Continue discussing the participants and their selection in these questions.



Please provide the explanation how the participants will be selected. Explain any exclusion criteria and why these apply.
Provide a narrative explaining how the participants will be recruited.
Attach the recruitment materials to the form

Provide the information on the informed consent.

Please enter the Flesch-Kinkaid grade level score for your consent documents *

(The Flesch Kincaid Grade Level is a readability formula which assesses the approximate reading grade level of a text. Federal Government requires the readability of consent forms to be at about eighth grade level. **You can use this calculator: https://charactercalculator.com/flesch-reading-ease/ to calculate the level**)

Your answer

Please attach your consent and assent forms and, if using alterations, waivers, and broad consents, any explanations to the efficacy of their use. The file(s) should be labeled with your name and the words "ATTACHMENT 1". If you are attaching more than one consent form, please label each accordingly (e.g., Smith, ATTACHMENT 1, PARENTAL CONSENT). *

Add file

Are any of the participants not legally able to provide consent? *

- Yes
- No

Will participants be compensated for participation? *

- Yes
- No

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METHODOLOGY

Does the study involve deception? *

- Yes
- No

Use this website: : https://charactercalculator.com/flesch-reading-ease/ to calculate the readability of your consent documents. The consent documents should be written at about 8th grade level regardless of the education level of the intended participants.

Please attach the consent forms/assent forms here.

Continue filling out the form by choosing the options here.

Methodology: Please provide a brief but complete description of how the research will be conducted, including what participants will be told and what they will be doing. *

Your answer

Provide a description of the data collection methodology you propose to use during the study.

Please attach your data collection instruments. If you collect data by using software (e.g., games), please provide a detailed description of the tool and its functions explaining the type of data being captured. The file(s) should be labeled with your name and the words "ATTACHMENT 3". If you are attaching more than one instrument, please label each accordingly (e.g., Smith, ATTACHMENT 3, motivation questionnaire). *

Add file

Attach your data collection instruments here.

Does your study involve transferring identifiable information and/or biospecimens to and/or from a European Country (e.g., an online survey open to participants in Europe) *

- Yes
- No

Provide the approximate date of the completion of the project (this includes data collection, analysis, and reporting)

Estimated date of project completion *

Date

mm/dd/yyyy

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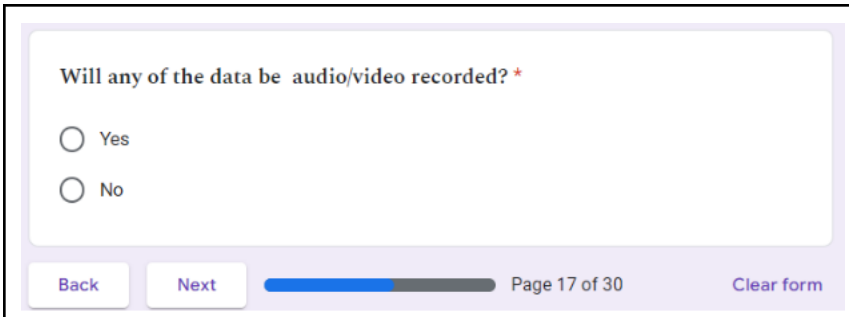
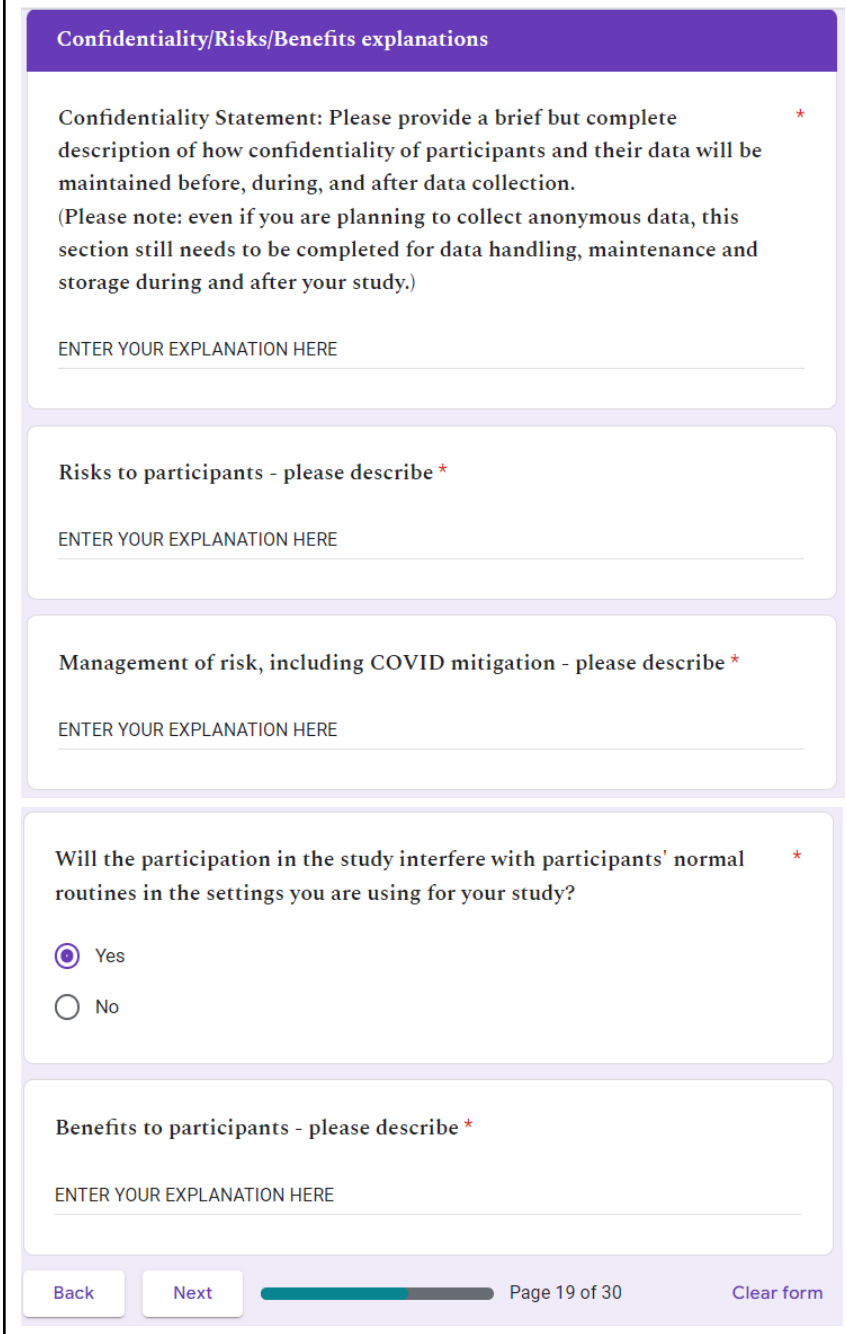
The next few questions have to do with anonymity/confidentiality. To read up on this, please go to https://www.evergreen.edu/humansubjectsreview/confidentiality

DATA COLLECTION INFORMATION

Will your data be collected anonymously or confidentially? (for definitions of these terms, please consult https://www.evergreen.edu/humansubjectsreview/confidentiality) *

- The data will be anonymous
- The data will be confidential
- My study is multi-phased. Some of the data will be anonymous and some data will be confidential.

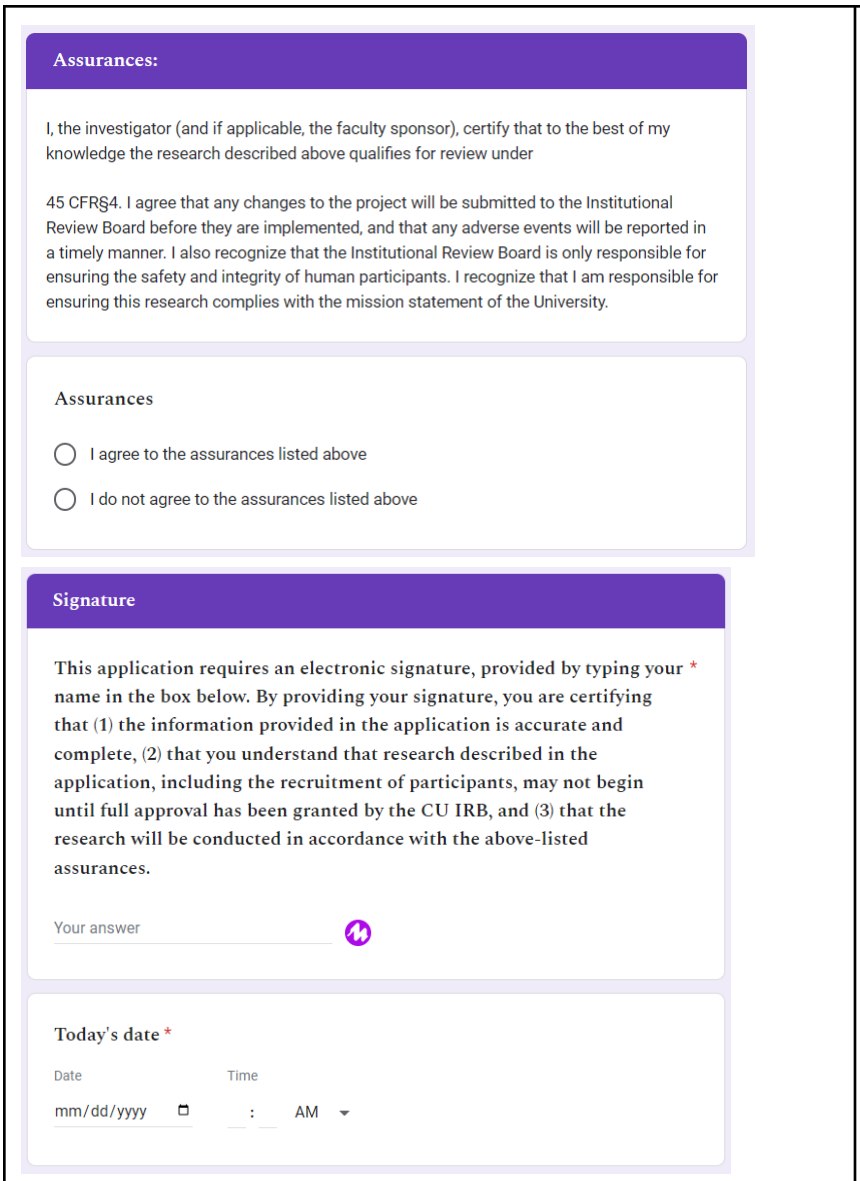




Please explain how you will ensure the confidentiality of the data once it is collected.

Please speak about the risk and risk mitigation in these two sections.

Please describe the benefits to the participants in this study



Provide assurances, signature, date in the next few sections

You can click the back button at any time to make sure your application is complete and accurate.
CLICK SUBMIT ONCE YOU ARE DONE.