**MOUNT HOLYOKE COLLEGE**

**INSTITUTIONAL REVIEW BOARD FOR THE OVERSIGHT OF RESEARCH INVOLVING HUMAN SUBJECTS**

**PROPOSAL FOR RESEARCH INVOLVING HUMAN SUBJECTS**

**Instructions:** Please complete this form on your computer, save it with a new file name, and upload it in the **Mentor IRB system** shown on [this page](https://offices.mtholyoke.edu/irb/apply).

The first time you use Mentor IRB, you will need to activate your account by following the instructions on the first screen of the Mentor IRB website and entering your MHC account username and MHC e-mail address. If you do not have a MHC faculty or student account, send e-mail to [institutional-review-board@mtholyoke.edu](mailto:institutional-review-board@mtholyoke.edu) requesting a Mentor IRB account. You will receive an e-mail message from the IRB administrator with your username.

**Title of Proposed Research Project:**

**Student or Principal Investigator Name(s):**

Department:

E-mail:

Phone:

**Has this proposal been subject to departmental review or review by another IRB?**

\_\_\_\_Yes \_\_\_\_No

*If “Yes” please upload copies of all documentation submitted for that review to the Mentor IRB system, along with the written response (approval, approval with modification, disapproval) from the department or other IRB.*

*Note: Students and visiting PIs should indicate the name of their project advisor or MHC liaison in the Mentor IRB online system. Your advisor/liaison will be notified that your proposal has been submitted and instructed how to review it online and indicate their approval for the project. The IRB will not review a student proposal or a visiting PI proposal until advisor/liaison approval is received.*

**Specific Aims**

Describe the purpose of this study:

**Participants**

1. How many participants do you intend to recruit?
2. Describe the source or method you will use to recruit participants.
3. *If your participants are under age 18, please upload the letter that you will send to parents/caretakers notifying them of your research project to Mentor IRB*
4. *If you are recruiting participants through the college SONA system or an online study recruitment platform, please provide the recruitment statement that you will post*
5. *If you are intending to recruit through flyers, either online or hardcopy versions, please provide this flyer*
6. *If you are using a “snowball” recruitment method (asking recruited participants for referrals) please provide the recruitment statement*
7. Please indicate how participants will be compensated for their time. If compensation is monetary, please provide the amount and form of payment.

**Procedures**

Describe the research procedures to be used (what participants will be asked to do, or what treatments will be applied to each subject) in detail. Indicate the amount of time you expect your study to take each participant.

**Interview and Survey Questions**

1. *If you are using a screener to select participants, please include the exact questions you will be asking participants*
2. *If you are collecting demographic information from participants, please include the exact questions you will be asking participants*
3. *If you are administering surveys to participants, please include all of the questions from these surveys. If there are many, please include these in an appendix at the end of this proposal*
4. *If you are conducting qualitative interviews with participants, please include the primary questions (i.e., your interview protocol) you intend to ask your participants. It is understood that follow up or clarification questions may be asked more spontaneously in the interview and thus do not need to be provided here.*

**Risk to Participants**

In any study, it is possible for participants to experience some degree of discomfort, anxiety, concern about failure, etc. Please describe what will you do to minimize the possibility that this will occur, and how you will address or reduce it if it does occur.

*If you will be asking Mount Holyoke College student participants about potentially sensitive information, please provide the college Counseling Center email and phone number on your consent form*

**Informed Consent**

Upload a copy of your informed consent form to Mentor IRB.

1. *If your participants are under age 18, please upload an assent form to Mentor IRB*
2. *If you intend to audio or video record as part of your research study, please include a separate line item for participants to acknowledge their consent specifically for these forms of recording.*

*Note:* *Sample* [*written*](https://d.docs.live.net/672b59bbdf7fa276/Desktop/Sample%20Written%20Informed%20Consent.docx) *and* [*oral*](https://d.docs.live.net/672b59bbdf7fa276/Desktop/Sample%20Oral%20Consent%20Form.rtf) *consent forms are available on the IRB website.*

**Debriefing**

If necessary, describe how you will debrief participants.

*If you are planning to use a debriefing letter,* *please upload it in the Mentor IRB system.*

**Confidentiality and Anonymity**

1. Describe how confidentiality or anonymity (whichever is appropriate) will be guaranteed to the participant.
2. Describe how data will be handled to insure confidentiality or anonymity.

1. Describe (here and on the consent form) how data will be used and stored at the conclusion of the study, or whether (and when) it will be destroyed.

**Participant Right to Refusal or Termination**

Describe (here and on the consent form) how participants' right to terminate or refuse participation will be guaranteed and communicated to them.

**Background/Training in Ethics**

*If your background is relevant via coursework, create a separate Word document listing those courses. You will then upload this document in the Mentor IRB system under “PI Documentation.”*

*If you have no background/limited background in the ethical conduct of human subjects research, you are required to complete a training course.* *Please see the IRB website for the online training options available to you:* [*https://offices.mtholyoke.edu/irb/pi\_training*](https://offices.mtholyoke.edu/irb/pi_training)*. You will be uploading your certificate of completion of the training course in the Mentor IRB system.*

**For Research Supported by Federal Grants**

1. Upload a copy of the funded grant proposal in the Mentor IRB system.
2. Upload documentation that you have completed a training program in the ethical conduct of research as required by Federal Law. Please refer to the options posted on the IRB website. Alternative documentation may be accepted. Please consult with the Chair of the Institutional Review Board: ([institutional-review-board@mtholyoke.edu](mailto:institutional-review-board@mtholyoke.edu)).

**Attestations**

I attest that any online survey host I use for my study ensures data encryption and security

I attest that the computer which I will use to temporarily store and maintain data has up-to-date anti-virus software

I attest that any word or numeric files containing participant data will be temporarily stored electronically will be password protected

I attest that any hard copies of participant data (e.g., survey responses, interview transcripts) will be not be stored together with signed consent forms

I attest that any deidentified data will not be shared publicly (e.g,. in conference presentation and publications)

I attest that any deidentified data will not be submitted to Artificial Intelligence for analysis or management