**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 at <https://www.axiommentor.com/login/axlogin.cfm?i=mtholyoke>

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. Your 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 to the Mentor IRB system copies of all documentation submitted for that review, 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.**

1. Briefly describe the purpose of this study:

2. Participants: Describe the number and type of participants, the source from which they will be recruited, the method of recruitment.

*Note: If your participants are under age 18, and you have written a letter to parents notifying them of your research project, you will be uploading the letter in the Mentor IRB system.*

3. 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.

4. Risk to participants: Given the fact that, in any study, it is possible for participants to experience some degree of discomfort, anxiety, concern about failure, etc., what will you do to minimize the possibility that this will occur, and how will you address or reduce it if it does occur?

5. How will you obtain informed consent? Describe the procedures. If you want 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://www.mtholyoke.edu/sites/default/files/irb/docs/RevisedInformedConsent.docx) *and* [*oral*](https://www.mtholyoke.edu/sites/default/files/irb/docs/consent.rtf) *consent forms are available on the IRB website. You will be uploading your consent form in the Mentor IRB system.*

6. If necessary, how will you debrief participants? Describe procedures that will be used.

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

7. Participants' rights:

A. How will confidentiality or anonymity (whichever is appropriate) be guaranteed? (Include a description of how data will be handled to insure confidentiality or anonymity). Also, please include information, both here and on the consent form, about how data will be used and stored at the conclusion of the study, or whether (and when) it will be destroyed.

B. How will participants' right to terminate or refuse participation be guaranteed?

8. Background/Training in the ethical conduct of research involving human subjects

*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:* [*http://www.mtholyoke.edu/irb/pi\_training.html*](http://www.mtholyoke.edu/irb/pi_training.html)*. You will be uploading your certificate of completion of the training course in the Mentor IRB system.*

9. For Principal Investigators (faculty and students) whose research is 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).