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| **East West University** | Application # |
| **IRB Application for Review of Research Involving Human Subjects** | Leave this box blank; the IRB will assign a number to your application. |

*Be sure to attach any questionnaires and consent forms and other supplemental information to ensure your application gets processed in a timely manner.*

**This application is for (check one):**

Project Title:

Project Start Date: End Date (application is good for one year):

**Principal investigator (student’s name if this is student-led research):**

Name: Program:

Mailing Address:

Telephone: Email address:

This project is being sponsored and funded by (if applicable):

If student research, faculty member supervising the research:

**Type of Review Requested:**

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| --- | --- | --- | --- |
| 🞏 **EXEMPT f**rom Review | 🞏 **EXPEDITED** Review | 🞏 **FULL** Review | 🞏 **UNSURE** |

If you checked **EXEMPT**, do not begin the project until the IRB confirms your requested status. If you checked **EXPEDITED**, **FULL**, or **UNSURE**, do not begin the project until you get written IRB approval.

**DIRECTIONS**

In considering applications, the IRB committee will want to see the following issues addressed in brief (e.g., 1-2 page) statements included in or attached to this Application. The Committee's general concern is the safety and well-being (both physical and psychological) of human subjects in research. Failure to answer all questions can result in the proposal being returned to you for further information. Please allow at least two weeks for review. A member of the Review Committee will contact you with a decision in writing. **Do not collect data prior to this time.** The application number you will be given must appear on all documents such as survey forms, reports, and summaries related to this research project. Please type/computer print your responses; the boxes will expand to fit your responses.

1. What is the purpose of the study? Please provide a brief description of the hypothesis and issues under consideration?
2. What pool of subjects or subject group(s) will you work with, and how will you recruit them?
3. If the study will take place at a site other than East-West University, how will you obtain permission from the site? (Attach copy of written permission from the site where the research is to be conducted, if applicable.)
4. What information will you offer subjects about your study before they participate? (E.g., how will you describe the study to subjects? what incentives will you offer them?) Except in special circumstances (which you must describe and justify), potential subjects should be given enough information about the project to make an informed decision about whether to participate. Subjects should not be coerced or pressured, and should be told that they are free to withdraw from participation at any time.
5. Does the study involve children, minors, or members of a population classified as vulnerable (prisoners, mentally disabled individuals, etc.) for whom parental/guardian consent is required as well as assent of the subject. (Note: Research involving children normally requires written permission from parents or guardians, in addition to written permission from a school principal or other institutional director, if applicable.) Describe how you will seek this permission, attaching copies of your written Informed Consent forms to this application..
6. How will you plan to protect the privacy and/or anonymity of your subjects, and the anonymity of the data after the study? Please specify how you will destroy the data. If you do not intend to destroy the data, how will it be stored and protected?
7. Does the study involve deception? If so, explain why deception is necessary and how you will address any potentially harmful consequences.
8. What are your experimental procedures? Are there any potentially harmful effects that might occur in your study? If so, what are they, and how will you guard against them or seek to minimize them?
9. If appropriate, how will you debrief your subjects after their work is completed?
10. List here any attached copies of any survey, questionnaire and/or consent form(s) you plan to use. (NOTE: If the data-gathering instrument is changed, a revised version must be submitted to the IRB.)

Send the completed application, together with any attachments (e.g., survey forms, Informed Consent forms) as enclosures with an email to Dr. Karishma Mukherji ([karishma@eastwest.edu](mailto:karishma@eastwest.edu)), the Chair of East-West University’s Institutional Research Board (IRB).