

## Appendix A. Request for Full Review

If you believe that the proposed research requires *full review* by the IRB, complete the form below and submit an electronic copy to the IRB Chairperson. The IRB Committee will review the research proposal and determine if approval will be granted. If granted, the *full review* request will be returned to you and you may begin your project. In some instances, you may be asked to provide additional information before beginning this project, and must wait until confirmation of receipt of this information before proceeding with the project. You must notify the IRB if the project is to change in any way, in order to assure that you are still functioning under federal ethical guidelines. If the committee cannot grant approval of the research, the IRB will provide a written explanation of their decision and the research must then be resubmitted based on these comments. Please direct questions to the IRB Chairperson before final submission.

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Primary Researcher: \_\_\_\_\_  
Additional Researchers: \_\_\_\_\_  
Faculty Sponsor: \_\_\_\_\_  
Project Title: \_\_\_\_\_  
Study Dates: \_\_\_\_\_

Projects are deemed eligible for full review, if the researcher(s) respond YES to any of the following questions:

\_\_\_\_\_ 1. Does this project involve participants from a vulnerable population, including individuals under 18, prisoners, pregnant women, mentally disabled persons, or economically or educationally disadvantaged persons?

\*\*\*\* If vulnerable subjects will be included, provide justification of the need to use these subjects in research below in Section 1.b.

\_\_\_\_\_ 2. Does this project involve the collection of information that could reasonably place the participants at risk of criminal or civil liability or be damaging to the participants' financial standing, employability, or reputation?

\_\_\_\_\_ 3. Does this project involve the collection of information regarding sensitive aspects of the subject's behavior, such as drug or alcohol use, illegal conduct, or sexual behavior?

\_\_\_\_\_ 4. Is the project sponsored or funded by an agency or organization outside of Muhlenberg College?

### Research Plan

#### 1. Purpose and Background

a. State the aims and specific objectives of the research. Include relevant references which give background to the main questions the current study intends to address.

b. Describe the characteristics of the subject population, including the estimated number of subjects, their age range, gender, and any other inclusion or exclusion criteria.

## 2. Procedures and Data Security

- a. State the procedures to be used to accomplish these aims.
- b. Describe the methods of identification and recruitment of prospective subjects.
- c. What precautions will be taken to insure the privacy and anonymity of the subjects? (Please include the reporting of data.)
- d. What specific measures will be taken to safeguard the data in your possession?

## 3. Risks and Benefits

- a. Since there are always some risks in any study, even if minimal, describe in detail the possible physical, psychological, social, legal, economic, or other risks to the subjects, either immediate or long range. Explain any deception involved in the experiment and provide a justification for the deception. Estimate the seriousness and extent of the risks.
- b. Describe the procedures that will be used to reduce the risk. If applicable, provide a brief description of your debriefing. How effective do you think the procedures to reduce risk will be?
- c. Assess the benefits of this research to both the subjects of the study as well as society at large and explain how these benefits outweigh the risks involved.

4. Documentation

Provide all relevant documentation which will be used during data collection, including Informed Consent Forms, Surveys, Questionnaires, Interview Protocol.

Signature of Researcher(s) \_\_\_\_\_

Date \_\_\_\_\_