**Corban University**

**HUMAN SUBJECTS REVIEW APPLICATION**

Project Title:

Date of HSR Application: Dates of Data Collection:

Principal Investigator: Academic Department:

(Submitting application as student, staff or faculty of another institution? Yes No )

University Status (underline one):

Faculty/Staff Undergrad Student Grad Student

Co-investigators (if any):

Email Address: Phone:

The Principal Investigator must sign this form in writing or electronically. To do so electronically, type your name below in ALL CAPS, followed by your initials not capitalized, and submit it to the HSR committee via institutional email of the principal investigator. (If the principal investigator is a student, his/her faculty supervisor must also sign this form in the same fashion.

I certify that (a) the information provided for this project is accurate, (b) no other procedures will be used in this project, and (c) any modifications in this project will be submitted for approval prior to use.

Signature: Date:

Signature: Date:

Please answer the following questions and attach all relevant and required documents as indicated at the bottom of the application form.

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1. Describe in lay terms, approximately 50-100 words, what you will be doing.

2. Where will the data collection take place? (city, institution or organization, campus, etc)

3. How and to whom will the data be reported?

4. How will the data be safely stored for the required seven years?

5. Who are the subjects and how are you recruiting or selecting them?

6. In what ways will the subjects be participating or responding?

7. How will subjects be allowed to decline participation in the study?

8. How will you ensure against the possibility of coercion?

9. How will you ensure either anonymity or confidentiality of all subjects and subject data?

INFORMED CONSENT of subjects is required:

* If you are obtaining from them information about their private behavior, economic status, sexual preferences, religious belief, or other matters which, if made public, might impair their self-esteem or reputation, or could reasonably place the subjects at risk of criminal or civil liability or be damaging to their financial standing or employability?
* If your subjects are participating in any activity that might lead to any form of physical or emotional stress, professional liability or personal distress.
* Before including subject data in the study if you are observing or assessing subject behavior either with or without their prior knowledge.

Informed consent is NOT required if the data collection is part of an ongoing course, workshop or professional development seminar and if the activities inherent in the study would have been conducted even if no data were being collected.

10. Do you intend to have subjects read and sign an informed consent letter? (underline one) YES NO

 (Examples will be provided by HSR Committee if requested.)

For all research projects conducted under the auspices of Corban University, the primary researchers are required to complete the free online course about the rights and welfare of human subjects on the National Institute of Health website. The completion certificate which is provided at the end of that course must be included with the application for HSRC review. The course takes approximately one hour to complete and is found at the following URL: <https://phrp.nihtraining.com/users/login.php?l=3>

*The primary researcher for each approved study is required to* ***retain all raw data for a period of seven years*** *after data collection. Submission of this application for HSR review is an affirmation that the researcher understands this requirement and will do so.*

**DOCUMENTS TO ATTACH**

1. Copies of ALL instruments such as surveys, questionnaires, interview protocols, observation checklists, etc.

2. An Institutional Approval Letter written and signed by an official representative of any organization with whom you are collaborating in this study. (if applicable)

3. Copy of the Informed Consent Letter to be signed by subjects, if applicable. (If informed consent is required and subjects are under 18 years of age, informed consent must be given by parent or guardian.)

4. A copy of the completion certificate for the NIH online course described above.