**Institutional Review Board Application for Approval**

Please type responses, print and sign the document. Submit a scan of this application and following research summary for approval to irb@philau.edu.

Do not submit the entire *Guidelines and Policies for Research Involving Human Subjects* document.

**Name**:

**Local Address**:

**Permanent Address**:

**Phone**:

**E-Mail**:

**Title of Project**:

**Degree Program** (students only):

**Thesis Advisor** (students only):

**Start Date for Research**:

**Signature**:

**Date**:

**Research summary for review by the Philadelphia University IRB**

The following summary must accompany your proposal. Be specific about exactly what subjects will experience when they participate in your research, and about the protections that have been included to safeguard them. Careful attention to the following questions will help facilitate and expedite the review process.

1. In paragraph or abstract form, briefly describe the background and purpose of the study.
2. Briefly (one paragraph), describe, if applicable, each condition or manipulation to be included within the study.
3. What measures or observations will be taken in the study? If any questionnaires, tests, or other instruments are used, provide a brief description and include a copy of the tool.
4. Will the subjects encounter the possibility of psychological, social, physical, or legal risk? If so, please describe.
5. Will any stress to subjects be involved? If so, please describe.
6. Will the subjects be deceived or misled in any way? If so, please describe and include an outline or script of the debriefing.
7. Will there be a request for information that subjects might consider to be personal or sensitive? If so, please describe.
8. Will the subjects be presented with materials that they might consider to be offensive, threatening, or degrading? If so, please describe.
9. Approximately how much time will be required of each subject?
10. Who will be the subjects in this study? How will they be solicited or contacted? Subjects must be informed about the nature of what is involved as a participant, including particularly a description of anything they might consider to be unpleasant or a risk. Please provide an outline or script of the information that will be provided to subjects prior to their consenting to participate. Include a copy of the written solicitation and an outline of the oral solicitation.
11. What steps will be taken to insure that each subject's participation is voluntary? What, if any, inducements will be offered to the subjects for their participation?
12. How will you insure that the subjects give their consent prior to participating? Will a written consent form be used? If so, please include the form, and if not, please indicate why not.
13. Will any aspect of the data be made part of any permanent record that can be identified with the subject?
14. Will the fact that a subject did or did not participate in a specific experiment or study be made part of any permanent record available to a supervisor, teacher, or employer?
15. What steps will be taken to insure confidentiality of the data?
16. If there are any risks involved in the study, are there any offsetting benefits that might accrue to either the subject or society?
17. Will any data from files or archival data be used? If yes, please describe the use of these data in your research.