

Form **A**



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| IRB Tracking #: | 2025-2026-Reserved for IRB Committee |
| Date of Approval: | Reserved for IRB Committee |
| Research Request: | **Exempt**  **Full Review**  **Expedited**  **Animal/Plant** |
| Type of Research: (Check all that apply) | **DNP Scholarly Project  Applying for ARC Funds**  **Grad. Student Research  Funded Faculty Research**  **Undergrad. Student Research  General Faculty Research**  **Thesis** |

**RESEARCH APPROVAL**

Not Required for Literature

Review or Academic Exercise

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| 1. Research Principle Investigator | |
| 1.1. **Title:** | Enter Research Project Title |

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| |  | | --- | | 1.2.Principal Investigator: | | | [**CITI Training1**](https://www.southern.edu/administration/cte/IRB/IRB-Forms.html#!) | | Email Address: | | Phone #: | School/Department: | |
| Full Name | | Yes No | | Email Address | | Phone Number | Department Name | |
| |  | | --- | | Co-Investigator: | | | Yes No | | Email Address: | | Phone #: | Faculty Supervisor: | |
| Full Name | | Email Address | | Phone Number | Full Name | |
| |  | | --- | | Co-Investigator: | | | Yes No | | Email Address: | | Phone #: | Starting Date: | |
| Full Name | | Email Address | | Phone Number | Date | |
| |  | | --- | | Co-Investigator: | | | Yes No | | Email Address: | | Phone #: | Estimated Completion Date: | |
| Full Name | | Email Address | | Phone Number | Date | |
| For more co-investigators, list names, emails, phone numbers, and CITI training completion: | | | | List Names, emails, & phone numbers here | | | | |
| 1.3. **Is this research being done with any institutions, individuals, or organizations not affiliated with SAU?**  *If yes, please provide information of authorized officials below.* | | | | | | | | Yes No |
| Name of Institution: | Enter Name of Institution | | | | | | | |
| Address: | | | City: | | State: | | ZIP Code: | |
| Street | | | City | | Choose | | ZIP Code | |
| Contact Name: | | | Position: | | Email Address: | | Phone #: | |
| Full Name | | | Position Title | | Email Address | | Phone Number | |
| External Funding Agency: | | | | | Identification # *(if applicable)*: | | Grant Submission Deadline *(if any)*: | |
| Name of Agency | | | | | Identification # | | Date | |
| 1.4. Application Checklist. Attach all Checked Items to Section #10. *Check all that apply:* | | | | | | | | |
| Research Instruments: | | | tests  surveys  questionnaires  protocols  other forms else used to collect data | | | | | |
| Informed consent documents | | | | | | | | |
| Permissions from applicable authorities *(such as principals of schools, teachers of classrooms, etc. to conduct your research at their facilities on their Letterhead)* | | | | | | | | |
| Recruiting materials and text of E-mail or Web-based solicitations | | | | | | | | |
| All **Links** and/or **QR Codes** must be attached as copies | | | | | | | | |
| **SUBMIT** via[**irb@southern.edu**](mailto:irb@southern.edu)  *Signed by the faculty advisor, then scanned and submitted*  *Submitted directly by the faculty advisor (no signature required)* | | | | | | | | |
| **you cannot begin your research until it has been officially approved by the IRB** | | | | | | | | |

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| 2. Research Project Description | |
| 2.1. Background and Rationale for the Study | |
| *This section should present the context of the work by explaining the relation of the proposed research to previous investigations in the field. Include citations for relevant research.* | |
| Type or paste text here | |
| 2.2. Purpose/Objectives of the Research | |
| *Briefly state, in non-technical language, the purpose of the research and the problem to be investigated. When possible, state specific hypotheses to be tested or specific research questions to be answered. For pilot or exploratory studies, discuss the way in which the information obtained will be used in future studies so that the long-term benefits can be assessed.* | |
| Type or paste text here | |
| 2.3. Methods and/or Procedures | |
| *Briefly discuss, in non-technical language, the research methods which directly involve use of human subjects. Discuss how the methods employed will allow the investigator to address his/her hypotheses and/or research question(s).* | |
| Type or paste text here | |
| 3. Description of Research Sample | |
| 3.1. **Approximate Number of Subjects:** Number of Subjects | |
| 3.2. **Type of human subjects that are involved:**  *If human subjects are involved, check all that apply* | |
| Minors  *if minors are involved, attach a Child Assent Form*  Prison Inmates  Mentally Impaired  Physically Disabled  Institutionalized Residents | Health Care Data Information  *if this line is checked, attach any necessary HIPAA forms*  Vulnerable or at-risk groups *e.g. poverty, pregnant women,*  *substance abuse population*  Animals or plants  Other: Specify |
| Anyone unable to make informed decisions about participation | |
| 3.3. **Participant Recruitment**  *Describe how participant recruitment will be performed. Include how potential participants are introduced to the study.*  *Check all that apply* | |
| SAU Directory  Postings, Flyers  Radio, TV  Participant Pool  Specify | Web-based Solicitation  *List the site(s):* Specify  E-Mail Solicitation  *How addresses obtained*: Specify  Other: Specify |
| ***Attach any recruiting materials you plan to use at the end of the document.*** | |

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| 4. Content Sensitivity, Privacy, and Confidentiality | |
| *Efforts will be made to keep personal information confidential. We cannot guarantee absolute confidentiality.*  *Personal information may be disclosed if required by law. Identities will be held in confidence in reports in which the study may be published and databases in which results may be stored* | |
| 4.1. Does your research address culturally or morally sensitive issues? | Yes No N/A |
| *If* ***Yes****, describe:* Enter |
| 4.2. Will personal identifiers be collected? | Yes No N/A |
| *If* ***Yes****, describe:* Enter |
| 4.3. Will identifiers be translated to a code? | Yes No N/A |
| *If* ***Yes****, describe:* Enter |
| 4.4. Will recordings be made (audio, video)? | Yes No N/A |
| *If* ***Yes****, describe:* Enter |
| 4.5. Does your research include any human health-related information? | Yes No N/A |
| *If* ***Yes,******your research must address HIPAA requirements****. Refer to the IRB Manual for more information.* |
| 4.6. How are you planning to protect sensitive/personal/HIPAA information?  *Please explain:* Enter | N/A |
| 4.7. Who will have access to data (survey, questionnaires, recordings, interview records, etc.)? | |
| *Please list names:*  Enter | |
| 5. Funding, Costs, and Participant Compensation | |
| 5.1. Is Funding being sought to support this research?  **Internal  External** | Yes No N/A |
| *If* ***Yes****, describe:*  Enter |
| 5.2. Is there a funding risk? | Yes No N/A |
| *If* ***Yes****, describe:* Enter |
| 5.3. Who will keep the financial records? | |
| *Please list names:*  Specify | |
| 5.4. Are participants to be compensated for the study?🗆 **Amount** $ Enter $ | Yes No N/A |
| *If* ***Yes****, describe:* 🗆 Type Enter  🗆 Source Enter |
| 5.5. Will participants who are students be offered class credit? | Yes No N/A |
| *If* ***Yes****, describe:* Enter |
| 5.6. Are other inducements planned to recruit participants? | Yes No N/A |
| *If* ***Yes****, describe:*  Enter |
| 5.7. Are there any costs to participants? | Yes No N/A |
| *If* ***Yes****, explain:*  Enter |
| 6. Animals/Plants | |
| 6.1. Are the animals/plants being studied on the endangered list? | Yes No N/A |
| 6.2. Are Scientific Collection Permits required, i.e. Tennessee Wildlife Resources Agency? | Yes No N/A |
| 6.3. Have the animal(s) of this study already been used in a previous study (non-naïve animals)? | Yes No N/A |
| 6.4. Will the animal(s) used in this study be used in a future study? | Yes No N/A |
| 6.5. Where will the animals be housed? | Yes No N/A |
| 6.6. Will the rodents (if applicable) be housed in wire bottom cages? | Yes No N/A |
| 6.7. Will plants be used for instructional purposes as part of teaching a course? | Yes No N/A |

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| 7. Risks | |
| *Risk is any potential damage or adverse consequences to researcher, participants, or environment. These might include physical, psychological, social, or spiritual risks whether as part of the protocol or a remote possibility.* | |
| 7.1. **Are there any risks involved with this study?** | Yes No N/A |
| *If* ***Yes****, check all that apply* |
| **Physical Risk**  *May include pain injury, and impairment of a sense such as touch or sight. These risks may be brief or extended, temporary*  *or permanent, occur during participation in the research or arise after.* | |
| *If* ***Selected****, describe:*  Enter | |
| **Psychological Risk**  *Can include anxiety, sadness, regret and emotional distress, among others. Psychological risks exist in many different types*  *of research in addition to behavioral studies.* | |
| *If* ***Selected****, describe:*  Enter | |
| **Social Risk**  *Can exist whenever there is the possibility that participating in research or the revelation of data collected by investigators in the course of the research, if disclosed to individuals or entities outside of the research, could negatively impact others’ perceptions of the participant. Social risks can range from jeopardizing the individual’s reputation and social standing, to placing the individual at-risk of political or social reprisals.* | |
| *If* ***Selected****, describe:*  Enter | |
| **Legal Risk**  *Include the exposure of activities of a research subject “that could reasonable place the subjects at risk of criminal or civil liability.”* | |
| *If* ***Selected****, describe:*  Enter | |
| **Economic Risk**  *May exist if knowledge of one’s participation in research, for example, could make it difficult for a research participant to retain*  *a job or find a job, or if insurance premiums increase or loss of insurance is a result of the disclosure of research data.* | |
| *If* ***Selected****, describe:*  Enter | |
| **Spiritual Risk**  *May exist if knowledge of one’s spiritual beliefs or lack of, could be exposed which in turn could invoke an economic, social and or psychological risk.*  *If* ***Selected****, describe:*  Enter | |
| 7.2.In your opinion, do benefits outweigh risks? | Yes No N/A |
| *If* ***Yes****, explain:*  Enter |
| 7.3. Explain how you plan to minimize the risks identified above  Enter | |
| 8. Results | |
| 8.1. **How will the results be disseminated?**  Classwork only  Published article  Student conference  Professional conference  Other Specify | |

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| 9. Signatures |

**Signatures:** If submitted by a faculty member, electronic (typed) signatures are acceptable. If submitted by a student, please print out completed form, obtain the faculty advisor’s signature, scan completed form, and submit it via e-mail. Only Word Form or PDF files are acceptable submissions.

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| Click or tap here to enter text. | Click dropdown to enter date |

Principal Investigator (PI) or Student Researcher Date

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| Click or tap here to enter text. | Click dropdown to enter date |

Faculty Advisor (for student applications) Date

All student applications must be either signed by the faculty advisor then scanned and submitted electronically, **or** submitted directly by the faculty advisor. All applications should be submitted by email to: [**irb@southern.edu**](mailto:irb@southern.edu)

Did the investigator complete CITI Training?

**Additional Special Requirements or Attachments to the Application**

**Approvals from other IRBs**

Cooperative research projects involve research that involves more than one institution. In these instances, federal law holds each institution responsible for safeguarding the rights and welfare of human subjects and for complying with federal policy; therefore, SAU IRB applications must be made even if there is another institution conducting a review of the same research project. When a study is being carried out at a non-USA site, and approval from other institutional review boards at the foreign site must be sought. The IRB recommends that a copy of each IRB approval be submitted.

**Questionnaires/Other Instruments**

Any questionnaires, tests, survey instruments or data collections sheets which are not standard and well known must be submitted as part of the application. Structured interview questions and outlines for unstructured interviews also must be included.

**Advertisements/Notices/Recruitment Flyers**

The text of any advertisement, video display, notice, sign, brochure or flyer used to recruit subjects either should be included as an attachment. It includes documents to which there are Links and/or QR-Codes.

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| 10. Appendices and Attachments |
| *Insert all Research appendices and/or attachments, including the checked in the #1.4 items. Text, screenshots, and image files may be inserted here.*  *To* ***add*** *an attachment, click inside the insert-frame below and paste your material. To* ***add several*** *attachments: click on the frame below and use the “+” button (see the pictured below) to add an additional frame before pasting your material.*    *Start each attachment* ***on a new page*** *by using “Enter” (Windows) or “Return” (Mac) to move to the next page.* |
| Insert appendices and attachments within this frame |