**Draft Project Form**

Please use this template as you and your collaborators work on a shared IRB proposal. When you have it complete, one of you can then copy and paste your material from this form to the on-line IRB Research proposal form at https://researchcompliance.submittable.com/submit

Remember that filling out the information as completely and fully as possible will better enable the IRB to evaluate your proposal.

Before submitting to the IRB, make sure you have done these things:

* Described the study ***completely***, making clear what the scientific contribution is and how it fits in with the established literature
* Explained who you will be recruiting as participants and how you will recruit them
* ***Fully*** described the procedure
* Described the steps taken for confidentiality of the data (and if appropriate, anonymity as well)
* Have these documents:
  + The CITI training certificates for all named researchers
  + The questionnaires and other instruments that participants will see
  + The informed consent to which participants will agree

**Title of Proposal**:

**Principle Investigator**:

**Department**:

**E-mail**:

**Co-Investigators**:

***Remember, when submitting on-line, you will need the CITI certificate for each named person.***

**Funding source**:

**Date project will begin**:

**Date project will end**:

***Indicate level of review (expedited or full, or exempt. If exempt, will need to indicate why)***

**1. Study Description: Clearly and completely describe your study, using language easily understood by someone who is not familiar with your research. State the purpose for conducting the study, including hypotheses, and describe its design**

**2. Research Participants: Describe the participants you plan to recruit and the selection criteria. Indicate age of participants, the approximate number to be recruited, and any special inclusion or exclusion criteria**

**3. List any expenses or remuneration paid to or in behalf of subjects, if any.**

**4. Method of Data Collection: Describe all procedures participants will do, indicating the time necessary to complete them, the frequency of administration, and the setting in which they will be administered.**

**5. Risk Level: Describe any physical, psychological, social risks, if any, and precautions taken to minimize risks. Exempt studies have at most minimal risks (i.e., those encountered in daily life)**

**6. Confidentiality: Describe the measures you will take to protect the confidentiality of the information obtained. Also indicate if the data will be recorded anonymously. Note that confidentiality (how the data may or may not be shared) is not the same as anonymity (data cannot be traced back to any individual participant).**

**7. Benefits: Describe any benefits to the research participants directly or benefits to society.**

**8. Informed Consent. The informed consent has several required components. An example file can be found at http://bit.ly/UTIRBConsent. Your completed informed consent will be uploaded as a separate document.**

**9. Debriefing. After the study the experimenter debriefs the participant either orally or in writing. The debriefing contains: a) A statement thanking the subject for participating; b) A statement of the purpose of the study – the hypothesis/research questions being investigated and results expected; c) Information about when and where results will be available; d) Information about whom to contact should there be further questions or should the person experience undesirable consequences from participating. This should include the principal investigator and the IRB chair and may include hotlines, counseling centers and other support contacts. The file referenced in 8 has an example.**

**10. Supporting files. Any supporting files needed by your proposal (e.g., questionnaires or other materials used in the experiment) will be uploaded.**