

**Southeastern Community College
Institutional Review Board**

REQUIRED ELEMENTS IN ALL PROJECT DESCRIPTIONS FOR IRB REVIEW

I. Abstract describing the project and its purpose.

Your abstract must state the purpose of the research and the research method and design, i.e., survey and type (mail, telephone, online), experimental, quasi-experimental, interviews, etc. Describe the data that will be collected. Append the IRB Review Form with copies of all instruments, interview schedules, observational forms, and recruitment materials.

II. Description of the protocol.

- A. What is the research question or hypotheses?
- B. Who will be the research subjects or participants? Will any be younger than 18-years?
- C. How will they be identified and selected?
- D. For all but non-participant observations, how will they be solicited or contacted?
- E. From how many subjects or participants will you collect data? How did you decide how many?
- F. How much time will be required of each subject or participant?
- G. On what dates will data collection begin and end?
- H. What are the experimental procedures to which subjects be subjected?
- I. How will the data be analyzed and the outcome evaluated?

III. Description of risks and precautions.

Describe potential risks to subjects or participants. Address physical, psychological, emotional, and privacy issues.

- A. What steps will be taken to ensure that each subject's or participant's participation is voluntary?
- B. What, if any, inducements will be offered for participating?
- C. How will your procedures minimize risk to subjects or participants?

IV. Anonymity and confidentiality.

- A. Will you promise anonymity? Confidentiality?
- B. What steps will be taken to ensure that participation and data will be anonymous and confidential?
- C. Who will have access to participant list? To signed consent forms?
- D. Who will have access to the raw data and signed consent forms, and where will they be stored?
- E. When will the data be destroyed?
- F. Will the results be reported in a presentation or publication?

V. Consent.

- A. How will you document that subjects or participants consent to participating in the research?
- B. Attach copies of consent forms to be signed by subjects or participants. Attach all statements to be read to subjects or participants.

VI. Benefits

Describe potential benefits to study participants and/or society.

RESPONSIBILITIES OF THE PRINCIPAL INVESTIGATOR:

- Any additions or changes in procedures in the protocol will be submitted to the IRB for written approval prior to these changes being implemented
- Any problems connected with the use of human subjects once the project has begun must be communicated to the IRB Chair