International University For Graduate Studies

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IRB Application

Effective 1 March 2020

Part I. Project Description. You must respond to every question in this section. Type your answers onto this Word document. All supplemental documents must be attached.

1. Student's name:

2. Project title:

3. Project Purpose(s). Describe in up to 500 words ① the question or phenomenon you are investigating, ② the project purpose, and ③ how the research will be disseminated or used.

4. Describe the proposed participants' age range, expected sample size, number, biologically assigned sex, racial and ethnic identity, or other special characteristics. Describe criteria for inclusion and exclusion of participants. Describe criteria for inclusion and exclusion of participants. Please provide brief justification for these criteria (up to 500 words total).

5. Describe how the participants are to be selected and recruited (up to 500 words).

> NOTE: If the participants are to be drawn from an institution or organization (e.g., hospital, social service agency, school, etc.) that has the responsibility for the participants, then documentation of permission from that institution must be submitted to the IRB before final approval of the project. This document should be scanned and attached to this application.

6. Do you have a prior or current relationship, either personal or professional, with any person who will be involved in your research? (Yes or No.)

> NOTE: The potential for a conflict of interest exists when any person involved in the design or conduct of research has a personal, professional, or financial relationship that could compromise the integrity of the research. A conflict of interest implies only the potential for bias, not the likelihood. When the potential exists, it is the ethical responsibility of the

researcher to establish a plan to mitigate and manage any disclosed conflicts of interest.

7. Describe the process you will follow to attain informed consent. If your research involves children, you must describe how you will attain assent.

8. Describe the proposed procedures, (e.g., interview surveys, questionnaires, experiments, etc.) in the project. Any proposed experimental activities that are included in evaluation, research, development, demonstration, instruction, study, treatments, debriefing, questionnaires, and similar projects must be described. Use simple language, avoid jargon, and explain acronyms. Please do not insert a copy of your methodology section from your proposal. State briefly and concisely the procedures for the project (up to 500 words). You must attach any surveys or questionnaires to this application.

9. Participants in research may be exposed to the possibility of harm—physiological, psychological, and/or social. Please provide the following information (up to 500 words):

a. Identify and describe potential risks of harm to participants (including physical, emotional, financial, or social harm). NOTE: For international research or vulnerable populations, please provide information about local culture that will assist the review committee in evaluating potential risks to participants, particularly when the project raises issues related to power differentials. For international research provide information about the regulatory environment (for reference, see the International Compilation of Human Research Standards https://www.hhs.gov/ohrp/international/compilation-human-research-standards/index.html).

b. Identify and describe the anticipated benefits of this research (including direct benefits to participants and to society-at-large or others)

c. Explain why you believe the risks are so outweighed by the benefits described above as to warrant asking participants to accept these risks. Include a discussion of why the research method you propose is superior to alternative methods that may entail less risk.

d. Explain fully how the rights and welfare of participants at risk will be protected (e.g., screening out particularly vulnerable participants, follow-up contact with participants, list of referrals, etc.) and what provisions will be made for the case of an adverse incident occurring during the study.

10. Explain how participants' privacy is addressed by your proposed research. Specify any steps taken to safeguard the anonymity of participants and/or confidentiality of their responses. Indicate what personal identifying information will be kept, and for how long, and procedures and timetables for storage and

ultimate disposal of personal information. Describe how you will de-identify the data or attach the signed confidentiality agreement to this application (up to 500 words).

11. Will audio-visual devices be used for recording participants? Will electrical, mechanical (biofeedback, electroencephalogram, etc.) devices be used? (Yes or No.) If YES, describe the devices and how they will be used and how participant anonymity will be protected:

Part II. Attachments.

1. Please attach any recruitment flyers, letters, recruitment scripts, or other materials used to recruit participants. Attach informed consent, assent, and/or permission forms. If a consent form is not used, or if consent is to be presented orally, state your reason for this modification below. In cases when assent (oral consent) will be used, include the text to be used for the assent. Assent alone is insufficient when participants are under age 18.

2. If questionnaires, tests, or related research instruments are to be used, then you must attach a copy of the instrument at the bottom of this form (unless the instrument is copyrighted material), or submit a detailed description (with examples of items) of the research instruments, questionnaires, or tests that are to be used in the project. Copies will be retained in the permanent IRB files. If you intend to use a copyrighted instrument, please consult with your research advisor and your IRB chair. Please clearly name and identify all attached documents when you add them (confidentiality agreement(s), questionnaire(s), consent forms, etc.).T

International University for Graduate Studies
Professional Continuing Education Unit Credit Evaluation Form

Applicant Name: _____

See "Professional Continuing Education (Professional CEU) Conversion to Academic Credit Procedures." Professional Continuing Education Credit Units (CEUs) can be considered for transfer as academic credit if they were taken in extension of your graduate education. 10 CEU credit hours are required for transfer to each graduate academic credit.

Instructions: Enter the required information in the table below. Insert new rows as needed. List the sponsoring agency and title of the course. Include documentation showing proof of attendance. Number the document and type the corresponding number in "Proof of Attendance." List the number of contact hours and the type of evaluation that was performed at the CEU course, if any. Insert rows as needed.

To be Completed by Candidate									For Administrative Use			
Sponsoring Agency	Title of Course (Course Content)	Proof of Attendance (Include numbered document, then list document # here)	# of CEU Contact Hours*	Type of Course Evaluation (Check if any)					Graduate Level? (Approved / Not Approved)	Credits Accepted Without Examination	Credits to be examined	Equivalent Academic Credits Accepted for Transfer*
				Exam	Presen-tation	Case Study	Other	None				

Evaluated by: _____ Faculty of: _____

Signature: _____