John Brown University
Human Subjects Committee
Cover Sheet (8/2013)

(This cover sheet must be attached to the HSC Protocol Form when submitted for HSC review.)

Title of Project: ______________________________________________________________

Principal Researcher: _________________________________________________________

Co-Researcher: ______________________________________________________________

Co-Researcher: ______________________________________________________________

Faculty Sponsor: _____________________________________________________________

Researcher Status: ☐ Faculty ☐ Administration ☐ Staff ☐ Student

Project Type: ☐ Faculty Research ☐ Staff/Admin Research ☐ Student independent Research ☐ Student Course Research

Is this research receiving extramural funding? ☐ No ☐ Yes Specify

Starting Date for Research: ____ Projected Completion Date: ______________________

For HSC use only:

☐ Exempt. No further review unless protocol changes
☐ Approved.
☐ Approved with Special Conditions, see attachment.
☐ Not Approved.

Project #: __________________

Signed by HSC Chair __________________________________ Date _________________
Protocol Form

Supply information requested on all of the following items where appropriate. Type entries in the spaces provided using additional pages as needed. Submit the original and copy of all of the requested materials to the Chair, JBU Human Subjects Committee. Please use common language and/or provide definitions for technical terminology.

I. Briefly describe the background and justification for your research. What is the basic research question(s) you are asking?

II. Briefly describe your research design and procedures. What will you be asking your human subjects to do during their participation? Describe any equipment, standardized tests, or other specialized materials you will use in your study.

III. Briefly describe your experience and qualifications for implementing this research.

IV. If you will be asking participants to complete a survey, describe the survey and please attach a copy. If you will be interviewing participants, describe the interviewing procedures and attach a copy of any interview guide.
V. Participant Selection

1. Describe in detail the characteristics of your participants. How and why were these participants chosen? Approximately, how many participants will be involved in your study?

2. Describe in detail the method/approach you will use to contact all potential participants (initial contacts and any other potential subjects) requesting that they take part in your research AND how they will know they can comfortably decline or let you know they want to participate.

3. Are any of your participants under the age of 18? □ No □ Yes If yes, you must have signed consent from the participant’s legal representative AND, in most cases, assent from the participant (see page 12 of the Guidelines for details).

4. Will the participants receive any compensation or inducement to participate in this research? If so, describe.
VI. Informed Consent

1. The following information must be included in any procedure: Identification of researcher; institutional affiliation and contact information; identification of HSC Chair and contact information; purpose of the research; expected duration of the subject’s participation; description of procedures; risks/benefits; how confidentiality will be ensured; a statement that participation is voluntary and that the subject may withdraw consent at any time without penalty or loss of benefits to which the subject is entitled. (See "Informed Consent", pages 15-17)

2. What type of consent will you be using?
   - Signed Consent, Parent/Guardian Permission, Assent. Attach copy of form.
   - Modified Informed Consent (e.g., implied consent on survey, oral consent). Attach copy of form.
   - Oral Consent. Attach copy of script.
   - Waiver of consent. Attach justification of waiver request.

3. Describe the methods to be used to ensure the confidentiality of data.

4. Will the participants in this study be exposed to more than minimal risk? Minimal Risk is defined as risk of harm no greater, considering probability and magnitude, than that ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests. Describe risks or discomforts that may be associated with participation in this study. What steps have been taken to minimize them?

5. Is any information regarding the research purposely being withheld from the subjects or is deception being used?  □ No  □ Yes. If yes, state the information that will be withheld and/or what deception procedures will be used. Justify the withholding of information and/or deception and describe the post-research debriefing in detail.
Researcher Agreement

I/We certify that the information contained in this Protocol Form is accurate and that all procedures were developed to minimize risk and/or discomfort of the participants. I/We agree to be vigilant throughout the research process for any adverse reactions of participants and to report those reactions to the Chair of the JBU HSC.

I/We understand that any deviation from an approved protocol and/or any research beyond one year of approval must be submitted for review.

_________________________________________ Date __________
Signature of Researcher

_________________________________________ Date __________
Signature of Researcher

_________________________________________ Date __________
Signature of Researcher

_________________________________________ Date __________
Signature of Researcher

If this is a student project:

_________________________________________ Date __________
Signature of Student’s Sponsor

Send completed proposal to:

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