

## IRB System: Create New Proposal

### Section 1: General Information

**Complete *Section 1*. Then,  
for exempt status, Complete Section 2 (p. 2);  
otherwise, complete Section 3 (p. 5)**

**Screen 1:** Automatically completed based on profile in IRB webservice

Principal Investigator	<i>automatic</i>
G#	<i>automatic</i>
Status (Faculty/Staff/Student)	<i>automatic</i>
Department	<i>automatic</i>
Campus/Local Address	<i>automatic</i>
Campus Phone Number	<i>automatic</i>
Geneseo Email Address	<i>automatic</i>

**Screen 2:** Project Staff

**Upload Word Document** with Project Staff (including Name, Email, and G#), **or** enter up to 12 staff members (i.e., assistants) using web form. \*\* *Optional, unless a sponsored proposal \*\**

\*\* Use file upload function if sponsoring an external researcher. Include external researcher's name, affiliation, address, phone number, and email address in the uploaded document.

**Screen 3:** Title and start date

Project Title	<i>required</i>
Anticipated Project Start Date (mm-dd-yyyy)	<i>required</i>
Anticipated Project End Date (mm-dd-yyyy)	<i>required</i>

**Screen 4:** Funding Source, Project Location, and Project Staff

Funding Source (None, External, Internal)	<i>required</i>
Describe Funding Source (if External or Internal)	<i>required (unless None)</i>
Location of Research Activities (On Campus, Off Campus)	<i>required</i>

**Screen 4a:** Only if the location of research activities is 'Off-Campus'

Off Campus Location: Provide Description of Location	<i>required</i>
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**Screen 5:** Review Type

Review Type that you are requesting (Exempt, Reviewed) *required*  
 State Purpose of Research Project [Briefly, identify aim(s) of study or hypothesis to be tested.] *required*

**Section 2: Exempt Status**

***Only complete this section if you requested 'Exempt' status. Otherwise, skip to Section 3 (p. 5) for 'Reviewed' proposals.***

**Screen 6:** Select reason for exemption**Reason for Exemption:** (Select One)

- 1) Project involves collection of data through the use of opinion surveys, questionnaires, interviews (e.g. marketing surveys, exit interviews) for which response is voluntary and completely anonymous. To be eligible for exempt status, the data collection procedure must not involve audio or video taping. In addition, studies involving the collection of personally sensitive information, such as studies of criminal behavior, sexual activity, and drug usage are not exempt.
- 2) Project is limited to activities involving normal educational practices in commonly accepted educational settings (e.g. in-class demonstration studies, laboratory exercises, studies of curriculum or teaching strategies). The study does not require students to be removed from their normal classroom situation for testing.
- 3) Project is limited to the observation of public behavior for which anonymity of the participants is maintained.
- 4) Project is limited to the examination and analysis of existing data or specimens that are publicly available and individual subjects will not be identified in any report of the research.

**Screen 7:** Justification for Choice from Screen 6

If Choice 1, then "Describe the questions to be asked; indicate the method for collecting responses; specify method for assuring anonymity of response."

If Choice 2, then "Describe proposed educational activity; indicate the type of data to be collected."

If Choice 3, then “Describe behavior to be observed; indicate method for recording data; specify method for assuring anonymity of participants.”

If Choice 4, then “Indicate the existing data source or specimens to be studied; specify method for assuring anonymity of contributors.”

**Screen 8:** Target Research Population

**Target Research Population** (Select One):

- 1) Geneseo College Students
- 2) Adult Humans (older than 18 years old) Not Enrolled at Geneseo
- 3) Children/minors
- 4) N/A
- 5) Other

**Screen 8a:** Elaboration required for Choices 1, 2, 3 and 5 from Screen 8

If Choice 1, 2, or 3, then “Identify Source, Describe Sample, and State Anticipated Number of Participants.”

If Choice 5, then “Describe Reason for Choice of Population, Identify Source, Describe Sample, and State Anticipated Number of Participants”

**Screen 9:** Subject Recruitment

**Method of Subject Recruitment** (check all that apply):

- 1) Psychology Department Subject Pool
- 2) Other Campus Source
- 3) Advertising (you will be asked to upload a Word Document)
- 4) Contact through another institution
- 5) No Recruitment Necessary (pre-existing data)
- 6) Other

**Screen 9a:** Elaboration required for Choices 1, 2, 3, 4, and 6 from Screen 9

If Choice 1, then “Insert description of study to be posted on the Sona-System.”

If Choice 2, then “Identify source of subjects, e.g., campus organizations/ classes etc., insert description of study to be used in encouraging participation.”

If Choice 3, then **Upload Word Document.**

If Choice 4, then “Indicate names of institutions and procedures to be followed in obtaining institutional permission, include name of key contact person at other institution (permission of other institutions must be on file with IRB before approval is valid).”

If Choice 6, then “Describe Procedures for contacting prospective subjects.”

<b>Screen 10:</b> Informed Consent
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**Informed Consent** (Select One):

- 1) Informed consent will not be obtained (appropriate for some observational studies)
- 2) Informed consent will not be recorded. All participants will be apprised of right to refuse participation prior to study (appropriate for some survey and questionnaire studies)
- 3) Informed consent will be obtained orally (no written documentation)
- 4) Written documentation of informed consent will be obtained
- 5) Participants are minors or otherwise not capable of providing legally informed consent.
- 6) Other procedure

<b>Screen 10a:</b> Elaboration required for Choices 3, 4, 5, and 6 from Screen 10 **
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**\*\* Option: Copy & Paste text into web form, or Upload Word Document**

If Choice 3, then “Describe the procedure for obtaining oral consent, provide content of consent instructions, and justify absence of written documentation.”

If Choice 4, then “Insert (or copy & paste) text of written consent document.”

If Choice 5, then “Insert description of procedure for obtaining legally informed consent, including text of written consent documents. Insert procedure for obtaining assent from participants, including any documents.”

If Choice 6, then “Describe alternative procedure, indicate content of consent information, and justify.”

<b>Screen 11:</b> Compensation/Remuneration
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**Compensation of Subject Participation** (Select One):

- 1) Psychology Department Subject Pool Credit
- 2) No Compensation - Volunteer
- 3) Paid Participation
- 4) Other

<b>Screen 11a:</b> Elaboration required for Choices 3 and 4 from Screen 11
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If Choice 3, then "Indicate payment plan."

If Choice 4, then "Describe alternative method of compensation."

<b>Screen 12:</b> Review Proposal and Submit
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***Finished!***

(Optionally, proposal can be saved for later modification and/or submission.)

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**Section 3: Reviewed Status**

***Only complete this section if you requested 'Reviewed' status.  
Otherwise, return to Section 2 (p. 2) for 'Exempt' proposals.***

***(n.b., the IRB Chair determines whether or not the review is full or expedited.)***

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<b>Screen 6:</b> Target Research Population
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**Target Research Population** (Select One):

- 1) Geneseo College Students
- 2) Adult Humans (older than 18 years old) Not Enrolled at Geneseo
- 3) Children/minors
- 4) Prisoners
- 5) Persons with Disabilities
- 6) Pregnant Women
- 7) Elderly Individuals
- 8) N/A
- 9) Other

<b>Screen 6a:</b> Elaboration required for Choices 1, 2, 3, 4, 5, 6, 7, or 9 from Screen 6
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If Choice 1, 2, or 3, then “Identify Source, Describe Sample, and State Anticipated Number of Participants.”

If Choice 4, 5, 6, 7, or 9 then “Describe Reason for Choice of Population, Identify Source, Describe Sample, and State Anticipated Number of Participants”

<b>Screen 7:</b> Subject Recruitment
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**Method of Subject Recruitment** (check all that apply):

- 1) Psychology Department Subject Pool
- 2) Other Campus Source
- 3) Advertising (you will be asked to upload a Word Document)
- 4) Contact through another institution
- 5) No Recruitment Necessary (pre-existing data)
- 6) Other

<b>Screen 7a:</b> Elaboration required for Choices 1, 2, 3, 4, and 6 from Screen 7
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If Choice 1, then “Insert description of study to be posted on the Sona-System.”

If Choice 2, then “Identify source of subjects, e.g., campus organizations/ classes etc., insert description of study to be used in encouraging participation.”

If Choice 3, then **Upload Word Document.**

If Choice 4, then “Indicate names of institutions and procedures to be followed in obtaining institutional permission, include name of key contact person at other institution (permission of other institutions must be on file with IRB before approval is valid).”

If Choice 6, then “Describe Procedures for contacting prospective subjects.”

<b>Screen 8:</b> Informed Consent
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**Informed Consent** (Select One):

- 1) Informed consent will not be obtained (appropriate for some observational studies)
- 2) Informed consent will not be recorded. All participants will be apprised of right to refuse participation prior to study (appropriate for some survey and questionnaire studies)
- 3) Informed consent will be obtained orally (no written documentation)

- 4) Written documentation of informed consent will be obtained
- 5) Participants are minors or otherwise not capable of providing legally informed consent.
- 6) Other procedure

**Screen 8a:** Elaboration required for Choices 3, 4, 5, and 6 from Screen 8 \*\*

**\*\* Option: Copy & Paste text into web form, or Upload Word Document**

If Choice 3, then “Describe the procedure for obtaining oral consent, provide content of consent instructions, and justify absence of written documentation.”

If Choice 4, then “Insert (or copy & paste) text of written consent document.”

If Choice 5, then “Insert description of procedure for obtaining legally informed consent, including text of written consent documents. Insert procedure for obtaining assent from participants, including any documents.”

If Choice 6, then “Describe alternative procedure, indicate content of consent information, and justify.”

**Screen 9:** Compensation/Remuneration

**Compensation of Subject Participation (Select One):**

- 1) Psychology Department Subject Pool Credit
- 2) No Compensation - Volunteer
- 3) Paid Participation
- 4) Other

**Screen 9a:** Elaboration required for Choices 3 and 4 from Screen 9

If Choice 3, then “Indicate payment plan.”

If Choice 4, then “Describe alternative method of compensation.”

**Screen 10:** Type of Study

**Type of Study (Check all that apply):**

- 1) On-Line Survey
- 2) Paper and Pencil Questionnaire
- 3) Records Review
- 4) Observation
- 5) Participant Observation

- 6) Video Taping
- 7) Audio Taping
- 8) Experimental Task
- 9) Treatment Study
- 10) Focus Group
- 11) Interview
- 12) Collection of Blood, Saliva, Hair Samples or other Biological Material
- 13) Electrophysiological recording
- 14) Other

<b>Screen 11:</b> Elaboration required for all Choices from Screen 10 **
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**\*\* Optional: Upload File with Supplemental Information (e.g., survey items)**

If Choice 1 (On-Line Survey), then “Provide number, content, and format of survey items; indicate procedure for ensuring participant privacy.”

If Choice 2 (Paper and Pencil Questionnaire), then “Describe setting of data collection; identify instruments to be used; provide one paper copy of all questionnaires with signature page.”

If Choice 3 (Records Review), then “Identify records to be searched; Describe method used to shield identities of subjects.”

If Choice 4 (Observation), then “Identify setting of observations; describe behaviors to be observed.”

If Choice 5 (Participant Observation), then “Describe group to be infiltrated; Indicate awareness level of infiltration.”

If Choice 6 (Video Taping), then “Describe taping protocol; provide information on permission to tape and storage and disposal of tapes.”

If Choice 7 (Audio Taping), then “Describe taping protocol.”

If Choice 8 (Experimental Task), then “Describe experimental task; Indicate how subjects will provide responses; Describe levels of independent variables to be tested.”

If Choice 9 (Treatment Study), then “Describe condition to be treated; describe treatment and control conditions; justify control procedures.”

If Choice 10 (Focus Group), then “Describe setting of focus group; indicate number of participants; describe content of discussion.”



If Choice 11 (Interview), then “Describe setting of interview; describe content of interview questions; Provide specific wording for questions about personally sensitive information.”

If Choice 12 (Collection of Blood, Saliva, Hair Samples or other Biological Material), then “Identify materials to be collected; Describe procedures for collecting materials; describe training of individuals who will collect materials.”

If Choice 13 (Electrophysiological recording), then “Describe setting and equipment to be used for recording, including specific safety information about equipment to be used in recording; Describe protocol for collecting data.”

If Choice 14 (Other), then “For any procedures not covered by the preceding, provide a complete description that includes setting, materials, procedures to be followed, and data to be provided by participants.”

<b>Screen 12:</b> Duration
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**Duration of Subject Participation (Select One):**

- 1) Single Session of LESS than one hour
- 2) Single Session of MORE than one hour
- 3) Multiple Sessions, each less than one hour
- 4) Multiple Sessions, with at least one longer than an hour
- 5) Other

<b>Screen 12a:</b> Elaboration required for Choice 5 from Screen 12
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If Choice 5, then “Describe.”

<b>Screen 13:</b> Subject Identity
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**Protection of Subject Identity (Select One):**

- 1) No identity information will be collected. Participant is anonymous
- 2) Identity information is tracked until the end of the study and then discarded
- 3) Identity information will be stored, separately from data. Only PI can link identities to data.
- 4) Identity information will be stored with data. Identity-data link immediately available
- 5) Other

**Screen 13a:** Elaboration required for Choices 2-5 from Screen 13

If Choice 2, then “Describe system for tracking identity; indicate when and how identifier information will be destroyed; justify need for tracking.”

If Choice 3, then “Describe system for linking identities to data; justify need for maintaining identifier information.”

If Choice 4, then “Describe system of data storage, such as location and security of storage system; provide justification for maintaining identifier information with data.”

If Choice 5, then “Describe and justify.”

**Screen 14:** Assessment of Risks (1 of 6)

**Risk of Physical Harm**

Will participation increase the likelihood of a physical ailment or injury? Will participation increase exposure to harmful chemicals, radiation, etc.? Provide details of the risk and the steps that are being taken to mitigate them. If the risk cannot be mitigated, then justification for exposure to the risk must be provided.

(yes/no)

**Screen 14a:** Elaboration required for ‘yes’ from Screen 14

Provide details of the risk and the steps that are being taken to mitigate them. If the risk cannot be mitigated, then justification for exposure to the risk must be provided.

**Screen 15:** Assessment of Risks (2 of 6)

**Risk of Psychological Harm**

Will the participant be deceived in the course of the study about their performance, their ability, or their feelings? Will the participant experience higher than normal levels of stress, anxiety, or embarrassment as a result of participating? Provide details of the risk and the steps that are being taken to mitigate them. If the risk cannot be mitigated, then justification for exposure to the risk must be provided.

(yes/no)

**Screen 15a:** Elaboration required for ‘yes’ from Screen 15

Provide details of the risk and the steps that are being taken to mitigate them. If the risk cannot be mitigated, then justification for exposure to the risk must be provided.

**Screen 16:** Assessment of Risks (3 of 6)

**Risk of Harm to Social Status**

Will participant be asked to divulge personally sensitive or potentially embarrassing information that could harm the individuals reputation or social standing? Provide details of the risk and the steps that are being taken to mitigate them. If the risk cannot be mitigated, then justification for exposure to the risk must be provided.  
(yes/no)

**Screen 16a:** Elaboration required for 'yes' from Screen 16

Provide details of the risk and the steps that are being taken to mitigate them. If the risk cannot be mitigated, then justification for exposure to the risk must be provided.

**Screen 17:** Assessment of Risks (4 of 6)

**Risk of Legal Harm**

Will participant be asked to reveal information that could subject them to criminal prosecution or lawsuit? Provide details of the risk and the steps that are being taken to mitigate them. If the risk cannot be mitigated, then justification for exposure to the risk must be provided.  
(yes/no)

**Screen 17a:** Elaboration required for 'yes' from Screen 17

Provide details of the risk and the steps that are being taken to mitigate them. If the risk cannot be mitigated, then justification for exposure to the risk must be provided.

**Screen 18:** Assessment of Risks (5 of 6)

**Risk of Financial/Economic Harm**

Will participant be asked to reveal information that could put in jeopardy their employment or investments? Provide details of the risk and the steps that are being taken to mitigate them. If the risk cannot be mitigated, then justification for exposure to the risk must be provided.  
(yes/no)

**Screen 18a:** Elaboration required for 'yes' from Screen 18

Provide details of the risk and the steps that are being taken to mitigate them. If the risk cannot be mitigated, then justification for exposure to the risk must be provided.

**Screen 19: Assessment of Risks (6 of 6)****Risk of Other Harm**

Specify Provide details of the risk and the steps that are being taken to mitigate them. If the risk cannot be mitigated, then justification for exposure to the risk must be provided.

(yes/no)

**Screen 19a: Elaboration required for 'yes' from Screen 19**

Provide details of the risk and the steps that are being taken to mitigate them. If the risk cannot be mitigated, then justification for exposure to the risk must be provided.

**Screen 20: Review Proposal and Submit*****Finished!***

(Optionally, proposal can be saved for later modification and/or submission.)