**University of Texas Permian Basin Human Research Protocol**

This form must be used to submit an IRB (Institutional Review Board) Application. No other methods of submission will be accepted. For faster processing, ensure all study staff have completed the required Human Research Training and all required materials are included with the application. Contact irb\_chair@utpb.edu with questions.

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| 1. **PROJECT INFORMATION** |

* 1. Title of Research Project

Click or tap here to enter text.

* 1. Principal Investigator’s Full Name and Contact Information

Click or tap here to enter text.

* 1. Co-Investigators (if applicable) Full Name(s) and Contact Information

Click or tap here to enter text.

* 1. Project Duration

From: Click or tap to enter a date.

To: Click or tap to enter a date.

* 1. Research Objectives:

Click or tap here to enter text.

* 1. Background and Rationale

Click or tap here to enter text.

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| 1. **RESEARCH DESIGN** |

2.1. Describe the research methodology, including qualitative, quantitative, or mixed methods, and provide a brief overview of the study design (e.g., experimental, observational, survey, interview, case study).

Click or tap here to enter text.

2.2 Study Setting: Specify the location where the study will take place. List all on and off campus locations. Explain if this study will take place at more than one institution.

Click or tap here to enter text.

2.3. Describe the target population.

Click or tap here to enter text.

2.4 Describe the eligibility criteria for participation.

Click or tap here to enter text.

* 1. Number of Subjects:

Click or tap here to enter text.

* 1. Subject Age

0-7

8-17

18-65

65+

2.4 Special Populations (Check all that apply)

Minors

Non-English speaking

Cognitive or developmentally disabled individuals

Pregnant women

Prisoners

Individuals with diminished capacity for consent

Individuals with Legally Authorized Representation

Other vulnerable populations (describe below).

Click or tap here to enter text.

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| 1. **INFORMED CONSENT** |

* 1. Describe how informed consent will be obtained, including the consent form content, the consent process, and how potential participants will be informed about the research. Include the names of individuals on the research team who will obtain consent, where and when the process will take place, and how you will ensure the subject’s understanding.

Click or tap here to enter text.

* 1. Specify the type of signed informed consent you will use with this research project:

Adult

Parent/Guardian

Assent

Foreign Language version

* 1. Explain how consent will be documented.

Click or tap here to enter text.

* 1. Explain how consent will be stored securely.

Click or tap here to enter text.

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| 1. **RISKS AND BENEFITS** |

* 1. Does this study involve any of the following? (Check all that apply)

Deception

Omission

Misleading information/false feedback

Physical or mental stress

Collection of fluids or tissue

Mechanical or electrical device applied to subjects

Information pertaining to illegal activity

Information pertaining to substance abuse

DXA Scan, X-Ray, MRI

Information relating to sexual attitudes, orientation, or practice

Private identifiable information

Personal or sensitive information

Private records (academic or medical)

Social or emotional burden to participants

Exposure to hazardous materials

Information that if released could damage an individual’s financial standing, employability, reputation, or cause social stigmatization or discrimination

Other

None of these

4.2. Describe the potential risks, discomfort, or harm that participants may experience from their participation in the study. Consider the nature and degree of the risk or harm that may result from the method(s) checked above. If using deception or omission, include a justification for the deception or omission.

Click or tap here to enter text.

4.3 What steps will be taken to minimize the risks or harm to protect the subject’s welfare (when risk is greater than minimal)?

Click or tap here to enter text.

4.4 Describe the anticipated benefits of the research for individual subjects.

Click or tap here to enter text.

4.5. Describe the anticipated benefits of the research for society or science, and explain how the benefits outweigh the risks.

Click or tap here to enter text.

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| 1. **CONFIDENTIALITY and DATA SECURITY** |

5.1. Choose the data collection methods to be used in your study. NOTE: All data collection documents (surveys, specimen protocols, interview questions, etc.) MUST be included with your IRB application.

Observation

Interviews

Focus Groups

Surveys/Questionnaires

Psychological tests

Educational tests

Internet based methods

Biological sampling

Audio recording

Video recording

Previously collected data (no individual identifiers)

Previously collected data (with individual identifiers)

Other

5.2. Describe the data collection procedures. Include information about the setting and tasks subjects will be asked to perform. Describe the frequency and duration of procedures, tests, and experiments. Include a timeline or step-by-step listing.

Click or tap here to enter text.

5.3. Provide an overview of the data analysis plan, including any statistical methods or qualitative analysis techniques.

Click or tap here to enter text.

5.4a. Will the results be shared with subjects or others?

Click or tap here to enter text.

5.4b. If yes, how will the results be shared?

Click or tap here to enter text.

5.5. Check all protected data types that will be collected in your study.

Protected Health Information

Unique ID number (employee/student ID, driver’s license number)

Academic records

Social Security Number

Other personally identifiable information

5.6. Describe the steps that will be taken to secure data during storage, use, and transmission. Include information about how long the data will be stored, where it will be stored, how long it will be kept, and what safeguards are in place for data with identifying information.

Click or tap here to enter text.

5.7. Describe the methods of physical and electronic security that will be used to protect the data.

Click or tap here to enter text.

5.8a. Will you retain a link between study code numbers and direct identifiers after data collection is complete?

Choose an item.

5.8b. If yes, explain why this is necessary, how long the link will be kept, and how it will be stored.

Click or tap here to enter text.

5.9a. Will you use audio and/or video recording(s)?

Choose an item.

5.9b. If yes, describe how confidentiality will be maintained and when the recordings will be destroyed or completely de-identified.

Click or tap here to enter text.

5.10a. Will you use artificial intelligence (AI) tools in your study? If so, in the informed consent, you must notify participants that you intend to use AI and the capacity/context of its use, and inform them that their data may be used and/or re-accessed by an AI without their knowledge or consent.

5.10b. How will you use AI? Answers can include: To collect data from humans through interaction or intervention? To obtain, analyze or otherwise access identifiable data about human research participants? Or as an extension or representative of you (the researcher) by answering questions for potential, current, or past human research participants?

5.11. What measures will be taken to securely dispose of the data at the end of the study?

Click or tap here to enter text.

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| **6. RECRUITMENT and PARTICIPANT SELECTION** |

6.1. Describe the recruitment process for the study. Explain how you will gain access to and recruit subjects for participation in this project.

Click or tap here to enter text.

6.2. Identify all applicable recruitment methods. NOTE: Copies of recruitment materials, including recruitment scripts, MUST be included with your IRB application.

Flyers

Letters

Telephone

Newspaper

Posters

Departmental communication

Purchased sample list

Personal or professional contacts

Internet

E-mail

Online crowdsourcing sites (MTurk, Prolific, Qualtrics Panel)

Social media

SONA

Third party (Professional or Charitable Organization)

Other

6.3. Are you recruiting students from a class you teach or for which you have a responsibility?

Choose an item.

6.4. Are you recruiting employees who directly or indirectly report to you?

Choose an item.

6.5. If you answered yes to Questions 6.3 or 6.4, please explain why this population is necessary and describe what precautions have been taken to minimize potential undue influence or coercion.

Click or tap here to enter text.

6.6 Explain the criteria for participant selection and any randomization procedures, if applicable.

Click or tap here to enter text.

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| **7. DATA ANALYSIS** |

7.1. Provide an overview of the data analysis plan, including any statistical methods or qualitative analysis techniques.

Click or tap here to enter text.

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| **8. REPORTING and DISSEMINATION** |

8.1. Outline your plans for disseminating your research findings, including publication in academic journals, presentations at conferences or other means.

Click or tap here to enter text.

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| **9. FUNDING, COMPENSATION, and CONFLICTS OF INTEREST** |

9.1. Do you currently have funding or expect to obtain funding in the future?

Choose an item.

9.2. If you do have funding, identify the type of funding and your award’s status.

Click or tap here to enter text.

9.3. If you will provide compensation or to subjects, select the option that describes the compensation or credit you intend to provide participants.

Subjects will not receive compensation

Subjects will receive extra credit or course credit

Subjects will receive monetary compensation

Subjects will receive another form of compensation. Please explain below.

Click or tap here to enter text.

9.4. Describe the compensation or credit, including amount, scheduling, method (e.g., gift card). Explain what will happen if the subjects withdraw from the study.

Click or tap here to enter text.

9.5. Disclose any potential conflicts of interest among the research team.

Click or tap here to enter text.

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| **10. REFERENCES** |

List all references cited in your protocol.

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| **Signatures:** |

I certify that the information provided in this request is accurate and complete to the best of my knowledge.

Principle Investigator’s Signature: Date:

Co-Investigator(s) Signature (if applicable) ￼ Date:

**Amendments and Modifications:** Amending or modifying an IRB application is standard procedure that researchers must follow when they need to make changes to an approved research protocol. Changes can include alterations to the research design, recruitment methods, informed consent procedures, personnel, data collection instruments, or any other aspect of your study. To amend or modify your IRB application, complete and submit the IRB Amendment Form along with any information as noted in the Amendment Form. The IRB will review your amendment request and notify you of the status of your request (either approval, approval with modifications, defer for additional information, or rejection of the requested changes).

**IRB Reviewer Comments:**

Decision:

Approved

Approved with Modification

Deferred for Additional Information

Not Approved

IRB Reviewer’s Signature: Date:

IRB Chair’s Signature: Date: