CityUniversity of Seattle

Institutional Review Board
Ethical Review Protocol

City University of Seattle Ethics Training completed on this date: _____

1. **Title of Project:** _____

2. **For Faculty Researcher(s)**

   Name: _____

   Department/Division _____

   Telephone _____

   E-mail _____

3. **For Student Researcher**

   Name: _____

   Faculty Supervisor: _____

   Department/Division: _____

   Degree sought:_____

   Telephone: _____

   E-mail: _____

4. Project Coordinator: _____

5. Sponsor (if any): _____

Fill in this protocol completely, including appropriate consent form(s) at the end. Incomplete protocols will be returned for resubmission.

6. **Abstract/Lay Summary**

- Research question(s):

- Basis for the question including supporting quote from research:

- Purpose of the study:

- Methodology:

<u>Minimal Risk</u> per governmental regulation is defined as research that "poses no more risk to the human participants than that encountered in ordinary daily life".

<u>Check this box</u> ☐ ***if faculty supervisor or faculty researcher believes this research constitutes minimal risk according to the above definition. The IRB will make final determination regarding the level of risk.***

7. Description of participants (include number, ages or age range, location, and special characteristics to include gender and ethnicity).

8. If research is conducted through an agency or institution, complete the CityU Organizational Consent form to include the names, contact information, and contact persons for any institutions or agencies. If outside institution's consent form is used and attached, researcher is responsible to assure that all provisions are in concert with CityU approved Research Participant Informed Consent form.
   Attach to the Email you send with this form the completed organizational consent as " 'Student Name' Attachment A".

9. **Recruitment Phase** (Do not include your process of acquiring informed consent): Describe how participants will be identified or recruited. Include in your answer the exact wording of all notices,advertisement and/or scripts used to recruit participants. If the human participants include minors or vulnerable adults, include the script used to advise them of the study.

10. **Informed Consent Phase** (do not include recruitment information): Describe your informed consent process. Include in your answer the exact wording to be used in information letters, emails, telephone scripts to participants and parents/guardians, oral scripts and/or email scripts. Also please attach a copy of your consent form, which must be based off of the CityU template that can be downloaded from the IRB website.

11. What data collection tools will be used and how will they be administered? Include, as an attachment, an exact replica of data collection tools, e.g.: written questionnaires, interview questions, observation schedules and confirm the source and/or copyright permission for any collection tools from outside sources. Summarize the attachments here.

12. Will participants receive inducements or rewards? Give details.

13. How will the confidentiality of each participant be protected?

14. How and where will data be stored?

- Electronic data storage: _____
- Paper data storage: _____
- Other data storage, e.g. audiotapes, videotapes: _____

15. City University of Seattle requires data to be securely for a period of 5 years then permanently destroyed:

- Permanent destruction methods for each data item: _____

16. Describe any possible risk or distress and safeguards in place to address risk or distress including access to counseling, with attention to vulnerable populations who may be participating in this research.

Submission of this form electronically signifies that the researcher takes responsibility for the accuracy of the contents of this submission and that student researcher's Supervisor approves of the submission, in an equivalent manner to an original signature.

Before signing, the research Supervisor/advisor is responsible for reviewing the scientific and scholarly validity of the proposed research study. As research supervisor/advisor confirm the following:

1. **The research procedures are the least risky procedures that can be performed consistent with sound research design: Yes ☐ No ☐**
2. **The research is likely to achieve its aims: Yes ☐ No ☐**
3. **The proposed research is of sufficient importance to justify the risks entailed: Yes ☐ No ☐**
4. **There are adequate resources to complete this study: Yes ☐ No ☐**

Name of Researcher: _____

Research Supervisor/Advisor: _____

Date: _____