In addition to these questions, please have the following information ready to enter or upload when you submit your application:

- Principal Investigator (PI) name and contact information.
- Names of co-investigators.
- PDF copies of all investigators' NIH or CITI Certifications (must be within the last three years).
- PDF or Word copies of your consent form.
- PDF or Word copies of all additional documentation including:
    - Recruiting scripts
    - Recruiting advertisements/flyers
    - Surveys and/or questionnaires
- Information about any external or internal funding sources.

**I. Purpose and Background of the Research**

a. What is the purpose of the research?

b. What relevant literature and/or background information informs the research?

## II. Description of Participant Population(s)

a. Who are the participants that will be involved in the research? Include whether and how the participants will be grouped.

b. How will the participants be recruited for research? Please upload recruitment scripts, flyers, emails or advertisements at the bottom of the protocol page.

c. What criteria will be used for selection of participants? Include criteria for exclusion of participants and provide a rationale and/or scientific justification for exclusion of participants.

d. If special populations (children, prisoners, pregnant women, fetuses, cognitively impaired or mentally disabled, economically or educationally disadvantaged, or other vulnerable populations) are being used, what justifies their use in the research?

e. What relationship(s), if any, does the PI or Co-PI have with the participants (e.g. employee/employee, student/faculty) and/or the site at which the research will take place (e.g. place of employment, internship site).

## III. Activities Involving Human Participants

a. What will participants be asked to do in this research? Provide a thorough description of all activities, interventions, interactions, etc.

b. What is the timeline of participant involvement? Please include the frequency, length, and duration of participant involvement.

## IV. Data

a. What types of data will be collected from participants? Choose all that apply:

☐ Questionnaires

☐ Interviews

☐ Observations

☐ Standardized Tests

☐ Other

b. Are there participant identifiers attached or connected to the data?

☐ Yes

☐ No

c. How will the data be recorded (notes, tapes, audio or video files, etc.)?

d. Who will have access to the data?

e. How will the data be securely maintained and stored?

f. What are the data analysis plan and statistical procedures that will be incorporated in this research?

g. What are the plans for dissemination of your results after completion of this study (e.g. dissertation, thesis, journal publication, presentation, etc.)?

h. How long will the data be maintained or stored?

i. How will the data be destroyed and/or deleted? Please indicate the person responsible for this task.

## V. Benefits and Risks

a. What is the potential research value of this project?

b. What are the potential direct benefits to the participants?

c. What compensation, if any, will be offered to the participant? If compensation is offered, describe how it will be scheduled and distributed.

d. What risks to the participant are most likely to be encountered?

e. In the event of an adverse reaction or event, how will this be managed and reported?

f. What are the costs, if any, to the participant that chooses to participate in the research?

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Do not submit this document to the IRB. Use it to gather the information you need to submit your project. Once you have everything collected, the principal investigator may submit the project through the Institutional Review Board's website: https://www.axiommentor.com/login/shibLogin.cfm?requestURL=https://shib.axiommentor.com/pages/irb/info.cfm

Type **UMHB** when prompted for an Institution, and you will be signed into the IRB site using your UMHB Single Sign On login and password.