**IRB Submission Form 2.0 (TEMPLATE)**

This is a template of the IRB submission form available on Gordon College’s Institutional Review Board website ([www.gordon.edu/irb](http://www.gordon.edu/irb)). This template is for preparation purposes only; DO NOT SUBMIT this template. Rather, follow the procedures set on the IRB website.

**Principal Investigator Name\***

**Principal Investigator Email\***

**Principal Investigator Title & Affiliation\***

ex: Student, Gordon College

**Gordon College Advisor or Sponsor**

For students or non-Gordon investigators.

**Advisor or Sponsor Title**

ex: Professor of Psychology

**Advisor or Sponsor Email**

**Additional Investigators**

Please list the name, title, and affiliation of other investigators involved in the project.

**Project Title\***

**What is the Nature of this Application?\***

* New Proposal
* Renewal of previously Approved Research
* Addendum to previously Approved Research

**Date approval was received for previous research (month/year).**

Note: If your proposal is a renewal or an addendum, you only need to fill out the sections that include changes.

**Anticipated Project Start Date (month/day/year)\***

Research must not be initiated until IRB approval has been granted. Allow 2-3 weeks lead time.

**Anticipated Project End Date (month/day/year)\***

The maximum time for IRB approval is 1 year, after which the approval must be renewed.

**Please describe the nature and purpose of the research project.**

For more information on the nature of research, refer to [The Belmont Report: Boundaries Between Practice and Research](http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html#xbound)

**Please describe the anticipated participant population and recruiting methods.**

For more information on the nature of research, refer to the [Belmont Report: Selection of Subjects](http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html#xselect).

If non-Gordon investigator, include the reasons you would like to include members of the Gordon community.

**Please describe in detail the methods and procedures of your study, including how you plan to gather and securely store data.**

**Please describe risks, benefits, and/or compensation for the participants.**

For more information, refer to [The Belmont Report: Assessment of Risks & Benefits](http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html#xassess).

**Please describe how you intend to protect the participants' anonymity and confidentiality.**

Protections should be put in place in all stages of research, including recruiting, data collection, treatment of data, and reporting of results.

**Please copy and paste the text of the Informed Consent Document here.**

To make your document more legible, consider using a HTML formatter such as <https://word2cleanhtml.com/>.

For more information about the nature of the Informed Consent Document, refer to [The Belmont Report: Informed Consent](http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html#xinform).

**Which of the following documents do you wish to attach?**

You should be contacted within the next 5 business days with a link to a folder where you can upload these documents.

* Proof of Human Research Participant Training by the PI
* Informed consent document
* Recruiting emails and flyers
* Survey Questions
* Diagrams referenced in the methods section of the proposal
* Other Files

**Provide any additional information below.**