# **IRB Project Description Form**

# Please read the IRB Manual: Instructions to Investigators prior to completing this form.

The project description should be no more than 2,500 words (approximately 5 single spaced pages, font should be no smaller than 12 pt.) in length, not including consent forms and instruments.

*General Description*. Briefly describe the overall goals of the proposed research and the general procedures you plan to use in conducting your research project.

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*Significance of the Study.* Provide a brief theoretical and empirical rationale for why you believe this study is important. Include a concise review of literature including conceptual framework, and specific hypotheses to be tested and/or research questions to be addressed.

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*Participant Population*. Describe the characteristics of the participant population, highlighting any potential vulnerabilities in this research project.

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*Research Procedures and Sources of Research Material*. Describe your research data collection procedures and identify the sources of research material obtained from individually identifiable living human participants in the form of specimens, records, or other data.

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*Participant Recruitment*. Describe plans and procedures for the recruitment of participants and the steps to obtain informed consent. Outline who will be recruited, by whom, from where, and how it will be accomplished. Include recruitment script and any recruitment materials in your attachments.

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 *Risks*. It is very unusual for human participants’ research to have zero risk to them. Describe any potential risks (For example, confidentiality and privacy matters; physical, psychological and social well-being; legal and financial risks, etc.) and assess their likelihood and seriousness.

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*Protection Against Risks*. Describe the procedures for protecting against or minimizing any potential risks and assess their likely effectiveness. Where appropriate, describe provisions for secure storage of data.

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*Benefits*. Discuss any direct, specific benefits *to participants*. (If none, please write “none.”)

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# *Informed Consent:* Describe your consent process. (How and when you will distribute the informed consent document, when will it be collected, etc.)

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