**FORM B: Institutional Review Board**

**Application for Review and Approval of Research**

**with Human or Animal Participants**

General Guidelines:

1. Type or word process the application.

2. Complete the form by spelling out agencies or other frequently used terms once, using abbreviations afterwards. Omit items, if necessary, by writing “not applicable.”

3. Indicate the duration of the project as accurately as you can.

4. Federal guidelines require that you submit Full-Review Projects that continue

more than a year for annual approval. This progress report and request for

renewal is due not later than 11 months after the previous approval date.

5. All submissions must include a sample of the Informed Consent Form (FORM D on Office of Research and Public Service website) for your project.

6. Submit 10 complete copies of your application to the chair of the West Virginia State University Institutional Review Board. If there is copious supporting information (such as funding sources, articulation agreements with other institutions), one copy of your application is sufficient. None of this material will be returned to you.

7. To be considered for full review, all your materials must be submitted to the chair

of the Institutional Review Board at least three weeks before you need the decision.

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**\_\_Full review requested**

**\_\_Expedited review requested**

**\_\_Exempt from full review requested**

Attach a rationale for your research, explaining the category of Title 45, Code of Federal Regulations, Part 46, Protection of Human Subjects, that applies to your work. An explanation

of the exemptions is available from the West Virginia State University Institutional Review Board.

**Title of Project**

Date of Submission: \_\_\_\_\_\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_

 month day year

Type of Project: \_\_\_\_ new \_\_ continuation \_\_ course related:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Number & Name of course)

**Investigators**

Principal investigator:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Status: faculty, staff, graduate student, undergraduate student Department/Unit

Other investigators: (attach list of additional investigators if necessary)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Status: faculty, staff, graduate student, undergraduate student Department/Unit

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Status: faculty, staff, graduate student, undergraduate student Department/Unit

If this is a student project, who is the faculty sponsor (Name/ Position/Department

/Contact Information)?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address of Principal Investigator or Faculty Sponsor:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_

Project duration: from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Description**

Attach page(s) that enable the West Virginia State University Institutional Review Board to understand (1) the project’s objectives, (2) methods of research, and (3) significance.

Check any of the following which are involved in your project:

\_\_students as subjects

\_\_students as researchers

\_\_patients as subjects

\_\_non-patient volunteers

\_\_trainees as subjects

\_\_subjects under 18 years of age

\_\_subjects whose major language is not English

\_\_subjects with a mental disability

\_\_subjects with a physical disability

\_\_subjects with a developmental disability

\_\_prisoners, parolees, or incarcerated subjects

\_\_subjects not at West Virginia State University

\_\_subjects in the active duty Armed Services

\_\_filming, video-taping, or voice-recording subjects

\_\_data banks, data archives, and/or registration records

\_\_subjects to be paid

The principal investigator must assure the West Virginia State University Institutional Review Board that all procedures performed under the project will be conducted by individuals legally and responsibly entitled to do so. Any deviation from the project–for example, a change in principal investigator, research methods, subject recruitment process, etc.—must be submitted to the West Virginia State University Institutional Review Board for approval prior to implementation.

I acknowledge that all procedures will meet relevant local, state, and federal regulations regarding the use of human subjects in research.

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Principal Investigator’s Signature/ Date

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Faculty Sponsor’s Signature (if applicable)/ Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair’s Signature/ Date

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Dean’s or Supervisor’s Signature/ Date