

INSTRUCTIONS FOR COMPLETING THE ONLINE IRB APPLICATION

The Online IRB application is in Adobe iPDF format. This means it is “interactive”, or in other words you can complete the form online before you print a copy. While the free Adobe Reader permits you to complete the form and print it, you will NOT be able to save the completed document unless you have Adobe Acrobat installed on your PC.

The Application form is on the second page of this document--just scroll down to it after reading the rest of these instructions.

- 1). Place the cursor in the box under Project Title. You will notice that the Hand icon becomes an ‘I’ beam—this means it is text field that is to be completed. Just click once and begin to type. You can correct text just as you would in a word processor.
- 2). You may navigate through the application by either using your ‘tab’ key—it will take you to each field that may need to be completed—or you may move the cursor yourself.
- 3). For those fields that require a check (“select one”) just place your cursor in that field and click once—a check mark will appear. (To erase a check mark, just click on it.)
- 4). Once the form is completed you can print the form by using the print command.
- 5). Submit **2 copies** of the signed form, plus attachments, as directed on the form.

Application Form

Institutional Review Board (IRB) For Protection of Human Participants

Project Title (Limit of 250 characters)

Principal Investigator's Name (Print) / **Mailing Address**

Name:	Phone:
Street:	Email:
City/State/Zip	

Project Period: From: _____ To: _____
Month/Year Month/Year

If master's thesis or independent study course list Faculty Advisor's Name _____

Check all of the descriptors that apply to your research (refer to IRB Policy)

- | | |
|--|---|
| <input type="checkbox"/> Minimal Risk (Section 3.2)
<input type="checkbox"/> Minors
<input type="checkbox"/> Fetuses
<input type="checkbox"/> Abortions
<input type="checkbox"/> Mentally Handicapped
<input type="checkbox"/> Illegal Behavior | <input type="checkbox"/> Risk/Deception (Section 3.5)
<input type="checkbox"/> Pregnant Women
<input type="checkbox"/> Prisoners
<input type="checkbox"/> Extramural Funding _____
<input type="checkbox"/> New Drugs or Clinical Devices
<div style="text-align: right; margin-top: -10px;">Agency name</div> |
|--|---|

Project Status (select one): New Continuation Modification

Determination of Risk Refer to IRB Policy, Section 3.0, for definitions

Does your project meet the definition of exempt research? Yes No

If **Yes**, cite rationale in Section 3.4 of Policy. (Ex., 3.4.1...3.4.6) _____

In all cases a project description which details the nature of Human Participation must accompany this Application Form. The project description must conform to the [Project Outline](#). Also, if applicable, you must include a copy of any survey instrument or questionnaire that will be used. For research that you believe to be **exempt**, a copy of the proposed "Information Sheet" must be included. (See Section III C "Information Sheet".) For research that is **non-exempt**, a copy of the proposed Consent Document must be included. (See IRB Policy, Section 4.0).

Assurances

I have read and will comply with the UWO - IRB for Protection of Human Participants Policy and the American Psychological Association's Principle 9, "Research with Human Participants."

_____	_____	_____	_____
Signature Principal Investigator	Date	Signature Faculty Advisor	Date

NOTE: TWO COPIES OF THE APPLICATION FORM AND ALL SUPPORTING MATERIALS MUST BE SUBMITTED TO THE UW OSHKOSH GRANTS and FACULTY DEVELOPMENT.