**UNIVERSITY OF EVANSVILLE INSTITUTIONAL REVIEW BOARD PROPOSAL TEMPLATE**

*For Faculty and Student Research*

Instructions- This research protocol template may be used for research proposals submitted during the 2025-2026 academic year.

# **INTRODUCTION TO THE PROPOSED RESEARCH**

# **ABSTRACT AND PURPOSE**

1. [Provide a thorough description and purpose for your research study. This should be no more than 1 page in length.]

**HYPOTHESES**

1. [Clearly state outcomes or relationships you expect to find. These should be directly related to and supported by your background]

# **DELIMITATIONS**

1. [Boundaries set by the researcher (s) for this study.]

# **LIMITATIONS**

1. [Influences that the researcher (s) cannot control.]

# **DEFINITIONS**

1. [Any abbreviation or term that would not be understood by a broad audience]

# **BACKGROUND/LITERATURE REVIEW**

1. [Provide scientific and scholarly background for your research or project question including rationale and significance for the proposed study. Clear statements are recommended (I.e. “The purpose of this project is...”)]

# **PARTICIPANTS**

1. [Provide a description of the target population, exclusion criteria (e.g., specific age range, race/ethnicity, gender, gender identity) and how participants will be recruited].

# **MATERIALS AND MEASURES**

1. [Describe the materials that will be used to conduct the study, how data will be collected, validity, reliability of data (e.g., surveys, and interviews) and include copies of surveys and interview questions in the appendix. References for materials and outcomes should be provided].

# **RESEARCH METHODS AND PROCEDURES**

1. [Outline the exact protocol. What will happen to the participant (s) throughout the duration of the study? How long will the process take? Provide detailed instructions in a handout.]

# **RESOURCES**

1. [Describe any internal or external funding utilized to complete this project.]

# **RISK TO PARTICIPANTS**

1. [Is there more than minimal risk of harm? Discuss risk that participants may experience by participating in the research study, (e.g., physical, psychological, legal, or social.) What are the procedures to inform IRB and what will you do if a research participant is harmed or injured? If psychological harm may be experienced due to the nature of the survey questions, a debriefing statement that includes resources participants can access for additional help should be provided.]

**INCOMPLETE DISCLOSURE OR DECEPTION**

1. [Will the participants be deliberately deceived in any way? If so, please describe. Because deception and incomplete disclosure alter the information presented during the consent process, the debriefing process serves as the remedy by completing the consent process. If debriefing is appropriate, explain how you will conduct the debriefing process.]

# **BENEFITS TO PARTICIPANTS**

1. [Discuss any potential benefit that participants may expect, (e.g., health or educational related information.)]

# **COMPENSATION**

1. [Explain whether research participants will be compensated for participation in the study.]

# **CONFIDENTIALITY**

1. [How will confidentiality and anonymity be assured? When will individual identifiers be removed from data?]

# **RESEARCH DATA**

1. [Describe how data will be stored and protected throughout the project, as well as intended analyses. Additional questions to address: How will the data be destroyed at the end of the study? If not, where will it be stored and kept secure? You must state whether the data will be kept confidential or anonymous. How will this be achieved? Will this data be used in the future? How will you obtain the participant’s permission?]

# **NON-ENGLISH-SPEAKING PARTICIPANTS**

1. [Explain which languages will be used by the individuals obtaining consent and which language(s) are understood by the potential participants. Describe the process to ensure that oral and written information provided to those not fluent in English. If you plan to use an interpreter, explain how you will identify an appropriate interpreter.]

# **INDIVIDUALS WHO LACK THE ABILITY TO GIVE CONSENT AND CHILDREN**

1. [Parental permission must be obtained for children’s participation in research. Describe how parental permission will be obtained and the assent process for child participants. NOTE: Children generally cannot provide “consent” to participate in research – rather, children provide assent. Assent means a child's affirmative agreement to participate in research. Describe how you will assess capacity to consent if your study will include individuals who may lack capacity to consent. If you will have more than one interaction with the participants, you must re-check capacity to consent at each interaction with the participant – some participants may lack capacity to consent at one point and have capacity to consent at other time points. When research involves adults unable to consent, permission to participate in research must be obtained from a Legally Authorized Representative (unless the IRB has granted a waiver of consent)]

# **WITHDRAWAL FROM STUDY**

1. [Include a statement allowing for voluntary withdrawal from the study without prejudice or consequence.]

# **CONSENT PROCESS**

1. [Describe the process you will use to obtain informed consent (written, verbal, online, etc.) from the research participants, including where and when the consent process will occur. If consent will be obtained in multiple ways for different participant groups or study phases, describe the consent process that will be used for each participant group and/or study phase. Please keep in mind that consent is not JUST a document-it is a process in which the participant gains an understanding of the research procedures and the potential benefits and risk.]

# **TIMELINE**

1. [Detailed Timeline]

# **REFERENCES**

1. [APA]