

## **IRB 102 - Guidelines for the Preparation of Research Proposals for IRB Review**

### **I. The Proposal Face Sheet (form IRB001)**

A copy of the Gratz College IRB Research Proposal Face Sheet must accompany any research proposal submitted for IRB approval. This Face Sheet is attached. The Proposal Face Sheet and all other required forms are available on the Gratz College Intranet. Provide all information requested on the form, including all signatures. All information is to be typed, except for signatures. If additional space is needed for information on the face sheet, attach additional sheets.

After the Face Sheet, the Proposal should be attached and include the following:

### **2. The Proposal**

#### **2.1 Abstract**

On a separate sheet, include an abstract of the project of no more than 500 words. The abstract should address the following:

- Purpose of the research project;
- Type of research design employed in the project;
- Subjects, if any, involved;
- List of Questions for subjects or copy of any Questionnaires;
- Procedures for data collection;
- Measurement instruments to be employed in the project;
- Anticipated type of data analysis to be employed;
- Relevance of the research project.

#### **2.2 Informed Consent**

Any research project that involves the use of human subjects requires implementation of procedures for obtaining the informed consent of the subjects. The research proposal must address how informed consent will be obtained, and after receiving approval by the IRB, the primary investigator must provide copies of the actual IRB consent form(s) before they begin their research.

#### **2.3 Confidentiality Statement**

The primary investigator must also include a statement explaining how confidentiality of the participants will be protected.

### **3. Proposal Submission**

The Research Proposal Face Sheet must be completed in its entirety, including all signatures, as well as inclusion of all required information in the Proposal, or the application will not be



accepted for review.

## IRB001 Proposal Face Sheet

Gratz College  
Melrose Park, Pennsylvania  
Research Proposal

**Date submitted:**

Request for *[Mark one choice]*:

**Expedited Review**

**Full Review**

**Title of Research Proposal:**

Principal Investigator	Program Director <i>(if Student Proposal)</i>
Name:	Name:
Mailing Address:	Title
Phone:	School
Email:	Email Address
Additional Investigator(s)	Additional Investigators
Name:	Name:
Institution:	Institution:
Email:	Email:

**Other Institution(s) requiring review of this proposal :**

**Type of Study:**

**Population Involved:**

**Approximate no. of subjects:**

**Signatures**

	NAME	SIGNATURE	DATE
<b>Principal Investigator</b>			
<b>Project Advisor</b>			
<b>Additional Investigator</b>			