

Randolph-Macon College

Institutional Review Board

Student-Generated IRB Research Application Form (Rev 1/5/2025)

IRB #2 (Social/Behavioral)

This form can be used for projects with a faculty or staff primary investigator where students will be the main researchers. This form cannot be used for projects involving more than minimal risk or for projects involving protected populations.

General Project Information

1. Title of Project:
2. Date of IRB Submission:
3. Expected project start date:
4. Expected project finish date:
5. Primary Investigator Information:
 - a. Name of primary investigator (must be an RMC faculty or staff member):
 - b. Highest degree completed (name and area of study):
 - c. Academic or College department of PI:
 - d. RMC office (building and number):
 - e. RMC telephone number & email address:
6. **Co-Investigators:** list all co-investigators on this project. If a co-investigator is not an RMC student, please list their affiliation (faculty, staff, external) after their name.
7. If the project is part of an RMC course, list the course name, number, and instructor:

Purpose & Protocol

8. Describe the **purpose** of this research project in one or two sentences, starting with, “The purpose of this research project is to...”
9. Outline the **scientific or scholarly rationale** (why this research project is important from a scientific standpoint) for the research in 2-3 paragraphs. Include references to publications in the peer-reviewed literature.
10. Outline the **procedure** to be performed for this research project, using numbered steps or bullet points, in the order that you intend to perform them.

Recruitment, Risks, and Benefits

11. Student-generated research projects may not involve more than minimal risk. Explain how your project involves no more than minimal risk. **[Note:** As noted in the federal regulations, minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater than those ordinarily encountered in daily life.]
12. Describe in detail how subjects will be **recruited** – for example, using social media, posting flyers or signs, emailing students in a specific course, etc. If you are using a recruitment email, please include the text of it here. Flyers can be included in an attachment to this application. If recruitment will be performed in a classroom, the approval from the instructor must be attached.
13. Describe if your recruitment process will involve **vulnerable populations**, such as participants under age 18, non-native speakers, pregnant persons, incarcerated individuals, physically or mentally disabled individuals, educationally disadvantaged persons, etc.

14. Describe the **briefing** (how you will inform the participants about the research) and **de-briefing** (what you will say or provide to the participants when participation in the project is over) protocol during your proposed research:

15. Describe in detail how **informed consent** will be obtained (i.e., will you collect paper informed consent forms, digital forms, etc.)

Records Security

16. Who will have **access** to the research record(s) besides your research staff?

17. In what **location** will research records be stored during the study? How will they be kept secure?

18. Subjects' records must be stored in a locked file cabinet within a locked office, or digitally in a secure location (password-protected file on a college-owned device) for at least 3 years from the end of the data collection date. Where will subjects' records be stored after completion of study?

19. Are subjects' forms **coded** to protect privacy? If yes, in what separate place from the subject's records is the key to the code stored? Who has access to the code key?

20. Describe the provisions included in the protocol to protect the **privacy** of participants:

21. Describe potential **benefits** of this research to the individual or society.

22. Describe any **stipend or incentive** given to the subjects for participation (e.g., money, extra credit). If extra-credit is offered to the student participants, explain how students who do not wish to participate can earn equivalent extra-credit.

Once you have completed this form, please ask your PI to email the application to IRB@rmc.edu, along with any supporting documents