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**Request for IRB Advisory Review of Ethics Plan**

*This form is to be submitted by a St. Olaf faculty or staff member to* *irb-administrator@stolaf.edu**. Please check and attach all that apply:*

[ ]  **Ethics Plan for Inquiries Involving People** **(required)**

[ ]  **Data-collection instrument** (written questionnaire, interview questions, test, description of procedure, observational coding sheet, etc.)

[ ]  **Recruitment/invitation text** (email message, letter, Psych 125 Research Participation study description, flyer, poster, oral announcement, etc.)

[ ]  **Information for Participants document or statement** (if provided as a stand-alone document or as an oral statement)

[ ]  **Documentation of Consent form or electronic acknowledgment text** (if provided as a stand-alone document)

[ ]  **Authorization to Contact Prospective Participants form**, signed by appropriate individual

[ ]  **Other document(s)** *[list if applicable]*:

1. **Name and email address of person submitting this form:**
2. **Project title:**
3. **Your role in relation to this project** *(check all that apply)***:**

[ ]  Investigator

[ ]  Supervisor of student project

1. **Date of this request:**
2. **Date on which you hope to begin recruitment and/or data collection:**

**6. Project characteristics** *(check all that apply):*

[ ]  Project procedures pose no greater than minimal risk (*see Ethics Plan, Item 5).*

[ ]  The inquiry is not focused on the study of vulnerable subjects *(see Ethics Plan, Item 10)*

[ ]  The people being studied include individuals who are not current St. Olaf faculty, staff, or students *(see Ethics Plan, Item 2)*.

[ ]  Findings from the inquiry may be disseminated to audiences beyond the college (*see Ethics Plan, Item 19)*.

**7. Training completed** *(enter dates for all that apply):*

|  |  |  |
| --- | --- | --- |
|  | ***Date you completed*** | ***Date student investigator completed*** *(if applicable)* |
| [Inquiries Involving People](http://wp.stolaf.edu/irb/files/2013/07/EthicalPrinciplesAndApplications.pdf) (St. Olaf statement of principles) |       |       |
| General Social and Behavioral Investigations (CITI) |       |       |
| Investigations with Greater than Minimal Risk (CITI) |       |       |
| Investigations of Vulnerable Populations (CITI) |       |       |
| Investigations Conducted Abroad (CITI) |       |       |
| Records-Based and Internet Investigations (CITI) |       |       |

**8. Do you request a Certification of IRB Review?** You will receive a written review of your ethics plan and attachments. Please indicate below whether you also wish to receive a separate Certification of IRB Review, providing additional written documentation that the ethics plan is consistent with the ethical principles of beneficence, autonomy, and justice to which St. Olaf subscribes for investigations involving people:

[ ]  Yes

[ ]  No

**9. Affirmations** *(check all that apply):*

[ ]  You will consider the recommendations of the IRB’s advisory review before you (or, if applicable, any of your student investigators) begin contacting prospective participants or collecting data. *(Note: If you are serving as the project supervisor, once you have considered the IRB’s recommendations for this project, you may approve the plans for other Type 2 [beyond-the-college no-risk] student projects without seeking additional IRB advice. However, if IRB advice would be helpful, you are welcome to seek it at any time on any student project.)*

[ ]  The project required consultation with one or more individuals familiar with the group being studied, and you/your student investigator(s) sought appropriate advice and incorporated it into the ethics plan.

[ ]  You/your student investigators will carry out the project as described in the ethics plan.

[ ]  You will notify the IRB if the project changes in ways that would require changes to the provisions of the ethics plan.