Preparation for filling out the IRB application for exempt review.

What you will need to have ready to fill out the IRB form:

I. Principal Investigator name and email address:

As graduate students you cannot be the principal investigator. Your advisor or in this case, me, as your instructor, is the principal investigator.

Name: Dannelle D. Stevens
Email: bgsd@pdx.edu

II. Section 5 of the form requires you to respond in a narrative (sentences) to the following topics. I would use the bold faced headings for this section. If you write it in WORD ahead of time, all you have to do is cut and paste this into the IRB application.

1. Specific aims/research questions/study goals of your project. You can put the purpose of the study and your big research question here. Write about what you want to know from doing this project. It does not have to be as long as Paulina’s because hers is a bigger project.

2. Participants. Tell about who they are specifically- age, occupation, etc. Address why you included them in particular. Include how you recruited them to participate. It can be a “convenience sample”, that is, people you know and can easily contact, but you need to explain how you told them about the study.

3. Procedures. Filling out the Interview Protocol will help you with the procedures. The procedures are the steps you will take to conduct the study. Someone else should be able to pick up your procedures and do your study. That is the level of detail you will need for the procedures. How long is the interview? Where will it take place? What other steps will you take during the data collection phase? What is the timeline?

4. Confidentiality. How will you take care of the data so that the participants’ identity will be protected? Will you use pseudonyms for the people and the place? Where will you store the data? We often say in a locked file cabinet.

5. Risks. Are there any consequences that could negatively affect the participants because of their participation in the study?

6. Benefits. What are the short term and long term benefits of the study for the participants as well as the larger society?