

(A) PROTOCOL DESCRIPTION:

1. **Introduction:** Introduce the topic of your research with background information and citations.
2. **Purpose:** Clearly state what your study seeks to address and why this is important.
3. **Exposition:** Explain how your project adds to or expands the body of **knowledge** that relates to your topic.

(B) METHODS AND MATERIALS: For each of the following subheadings explain how you will conduct your research.**1. Subject Recruitment:**

- a. What is the total number of subjects?
- b. How and where subjects will be recruited (word of mouth, posters on campus, emails, etc.)? Provide any recruitment materials (e.g., sample flyers, sample emails, etc.) in an appendix.
- c. What are the criteria, if any, by which subjects will be included or excluded (gender, athletes, age, race, etc.)?

If the study involves students from the University of Puget Sound the following standard statement may be used:

“The subject population will resemble the _____ Department at the University of Puget Sound in terms of age, ethnicity, and gender.”

- d. How will you obtain informed consent?
- e. Are there any special conditions or procedures that will be necessary for the project? If no, write N/A.
- f. Does your proposed study (a) involve non-English speakers, or (b) take place outside of the United States? If yes, review the International Research Policy (<https://www.pugetsound.edu/institutional-review-board-irb/policy-for-international-research/>) and address all questions as they relate to your study. If no, write N/A.

2. Risks to Subjects:

- a. All studies carry at least minimal risk. Explain the nature of risks that might occur to the subjects from participating in this study (physical, psychological, social, legal, or economic). See the IRB website for additional information on how to classify risk: <https://www.pugetsound.edu/institutional-review-board-irb>
- b. Describe the precautions you have taken to minimize risks.

3. Instrumentation: Describe any equipment, surveys, software, etc. that will be used in the study, and include validity and reliability of the instrumentation if relevant. Provide copies of materials in an appendix as relevant.

4. Data collection: Procedures of data collection need to be clearly described (e.g., how many times the subject must be tested or interviewed, how long will the session last, what is the subject to actually do during the testing session or interview, are there

treatments/interventions, for ethnographic research methods specify interview type (structured, semi-structured, unstructured) along with questions and/or interview guide, etc.).

5. Data Analysis: Explain clearly how the data will be analyzed (e.g. qualitative research themes, ANOVA, t-tests, etc.).

- (C) **CONFIDENTIALITY OF DATA:** Explain how data will be secured to safeguard identifiable records of individuals. This may include how and where the data will be housed, how the data will be recorded (audio or visual tapes, paper/pencil, etc.), how long the data will be kept, how it will be disposed of, who will have access to the data, etc. If applicable, describe deception and/or assent procedures.

If applicable, the following standard statement may be used:

“The names of participants will not appear on materials containing their responses. All identifying materials such as the consent forms will be kept in a locked file cabinet in the _____ Department at the University of Puget Sound.”

- (D) **BENEFITS:** Describe the anticipated benefits to subjects, science, and/or society, that may occur as a result of this study.
- (E) **QUALIFICATIONS OF INVESTIGATOR(S):**
1. If a *faculty member* is an investigator please summarize their qualifications: e.g., Jamila Jensen is an associate professor in the Department of Psychology and has conducted and published many research studies dealing with Social and Cross-Cultural Psychology.
 2. If a *student* is an investigator, please indicate why they are qualified to conduct the research: e.g., Jane Johnson is a senior in the Department of Psychology and has taken the following classes which provide her the skills to conduct this research: Developmental Psychology, Applied Psychological Measurement, Cross-Cultural Psychology and Social Psychology.
- (F) **REFERENCES:** Provide the list of references you cited throughout the protocol (e.g., *Introduction* section, *Methods and Materials* section, etc.). Projects that involve the use of medications, dietary supplements, or any substances that will be introduced into the body must include referenced information regarding the known side effects of those substances.
- (G) **CONSENT FORMS:** Consent forms are required for most research involving human subjects. Please see the instructions for consent forms in the IRB Handbook, Section 6. Include a copy of your consent form with the protocol.