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Mercy College Student Project Application

**A. Student and Faculty Advisor Information**

**Protocol Title:** Click or tap here to enter text.

**Student Investigator:** Click or tap here to enter text.

**Anticipated Graduation Year:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Mercy Email address:** Click or tap here to enter text.

Human Subjects CITI training certification is current:  Yes  No

*Student must complete Human Subjects* [*CITI training*](https://www.mercy.edu/media/2020-citi-program-training-guide) *before submitting this application.*

**Faculty Advisor:** Click or tap here to enter text.

**Department/Program:** Click or tap here to enter text.

Human Subjects CITI training certification is current:  Yes  No

*Faculty Advisor must complete Human Subjects* [*CITI training*](https://www.mercy.edu/media/2020-citi-program-training-guide) *before submitting this application.*

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| **B. Project Description** |
| 1. Lay Summary (Background & Purpose of Project) Click or tap here to enter text. 2. Specific Aims (Project Question and/or Hypothesis) Click or tap here to enter text. |

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| **C. Project Procedures** |
| 1. Describe the procedures/activities that project participants will be asked to complete. Explain step- by-step what participants will be asked to do. Click or tap here to enter text. 2. How long will each participant be involved in the study? Include time for project activities and explanation of follow-up expectations, if applicable.   Click or tap here to enter text.   1. Will you audio or video record participants? Yes No 2. Describe how you will store and when you will destroy audio/video recordings? Click or tap here to enter text. |

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| **D. Project Population** |
| 1. Approximately how many participants do you anticipate enrolling in this project? Click or tap here to enter text. 2. Describe the eligibility criteria for enrollment. Click or tap here to enter text. 3. Justify limitations of enrollment (i.e., age range, gender, or people with certain characteristics). Click or tap here to enter text. |

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| **E.** [**Recruitment Methods**](https://www.mercy.edu/media/mcirb-research-terms-glossary) |
| 1. How will you identify and approach potential participants? Click or tap here to enter text. 2. How will you inform potential participants of your project (emails, flyers, letters, posters, brochures, etc.)?   Click or tap here to enter text.   1. Does your recruitment location require special permissions (i.e. businesses, private clinic,   administrator-run electronic forums)? Yes No |

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| **F.** [**Confidentiality**](https://www.mercy.edu/media/mcirb-research-terms-glossary) **Measures and** [**Potential Risks**](https://www.mercy.edu/media/mcirb-research-terms-glossary) |
| 1. Is data collected in a manner such that participants are not identifiable or their confidentiality is protected?    1. Click or tap here to enter text. 2. Describe procedures for maintaining [confidentiality](https://www.mercy.edu/media/mcirb-research-terms-glossary) and steps for monitoring the project or activity.    1. Click or tap here to enter text. 3. Describe the [risks](https://www.mercy.edu/media/mcirb-research-terms-glossary) associated with this project and how risks will be managed. Click or tap here to enter text. |

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| **G. Attachments** |
| Please attach the following materials to this application, as applicable:  Letter of Introduction  [Recruitment materials](https://www.mercy.edu/media/mcirb-research-terms-glossary) (emails, flyers, letters, posters, brochures, etc.)  Data collection materials (questionnaires, surveys, interview scripts, etc.)  Letters of support / permission  Other: Click or tap here to enter text. |

# [Level II Review](https://www.brown.edu/research/undergraduate-work-involving-human-subjects-research): Student Work that Requires Documented Notification to MCIRB

**H. Provide requisite assurances by checking boxes below for each of the following:**

**The project is designed and conducted solely for the purpose of the student’s educational experience or undergraduate thesis.**

**No use of** [**vulnerable populations**](https://www.mercy.edu/media/mcirb-research-terms-glossary) **(including, but not limited to, children, prisoners, pregnant women, or persons lacking the decisional capacity to give informed consent).**

**Risks are not more than** [**minimal**](https://www.mercy.edu/media/mcirb-research-terms-glossary)**.**

**No use of** [**deception**](https://www.mercy.edu/media/mcirb-research-terms-glossary)**.**

**No use of video recording.**

**The “Letter of Introduction for Undergraduate Work Involving Human Subjects” will be used with all participants.**

I attest that the above information is accurate and represents the true nature of my class project/activity.

Student(s) Signature Student(s) Name Printed Date

**I. Faculty Advisor Section**

As the Advisor, I accept primary responsibility for ensuring the rights and welfare of the human subjects and to:

* + **Mentor the student project researcher in the proper conduct of research and the protection of human subjects;**
  + **Review the student’s *Project Application* and submit the form to the MCIRB for confirmation that the project qualifies for student Level II review;**
  + **Ensure that the student obtains written or verbal permission from all participants, using the approved consent process/document;**
  + **Review all methods and instruments used in the project;**
  + **Document that the student receives permission to conduct the project at any institutions or organizations outside of Mercy College;**
  + **Oversee any change to the project to ensure that they comply with the terms the *Project Application*’s assurances;**
  + **Upon discovery, notify MCIRB of any change to the project that do not comply with the terms the**

***Project Application*’s assurances; and**

* + **Monitor the project and inform the MCIRB immediately if any significant problems arise.**

If an educational project does not meet the criteria for Level II Review: Student Work that Requires MCIRB Documented Notification (*see* IRB Statement on Undergraduate Work), the Faculty Advisor may serve as PI if they 1) meet of the PI eligibility criteria and 2) submit a human subjects application for MCIRB review on behalf of the student.

Faculty Advisor Signature Date

Send form with attachments in one PDF file to the Mercy College IRB, [MCIRB@mercy.edu](mailto:MCIRB@mercy.edu).

Place the Student’s name and CWID in the subject line of the email.