# ST. MARY'S COLLEGE OF MARYLAND

# Institutional Review Board

**FAQ AND INSTRUCTIONS FOR PROJECT DESCRIPTION FORM**

Please fill out all sections completely and accurately by adding the requested information from within Microsoft Word. Incomplete forms will require resubmission and will delay review time.

A document with detailed instructions on how to complete and submit this form is available at <http://www.smcm.edu/irb/forms/>. Instructions also may be obtained through an e-mail request addressed to irb@smcm.edu.

**1. GENERAL INFORMATION**

Project Title:

Principal Investigator (if the PI is a student, at least one co-investigator must be a faculty or staff member):

Principal Investigator’s Phone Number:

Principal Investigator’s E-mail Address:

Co-Investigator(s):

Academic Department:

Course (if applicable):

Funding Agency:

Date of Application:

Date of Project Initiation (when you intend to begin data collection):

Type of Review Requested (expedited or full review):

See the instructions document if you are not sure which to select.

**2. OBJECTIVES OF PROPOSED PROJECT:** (Please describe goals and relevant past research.)

**3. DESCRIPTION OF HUMAN PARTICIPANTS** (Please be as detailed as possible on number of participants, and criteria for participant selection, as well as recruitment incentives. See instructions document.)

**4. SUMMARY OF RESEARCH AND DATA GATHERING PROCEDURES** (Include a detailed explanation of the procedure you will follow in collecting data and interacting with participants. This should be written in way that someone not in your field would understand your methodology.)

**5. LOCATION OF PROJECT** (Describe where data collection will take place.)

**6.** **CONFIDENTIALITY SAFEGUARDS** (Describe whether data are anonymous or if they are confidential; if they are confidential, describes steps taken to protect participant confidentiality. See the instructions document if you are not sure about the definitions or possible protections.)

**7. DESCRIPTION AND ASSESSMENT OF ANY POTENTIAL RISKS (**Assess the likelihood and seriousness of any potential risks—physical, psychological, social, legal, or other—and describe the procedures that will be used to minimize the risks that have been identified. See the instructions document for more information on how this relates to the review type selected.)

**8. DESCRIPTION OF CONSENT PROCEDURES** (Describe the consent process and debriefing procedures.)

**9. DESCRIPTION OF THE POTENTIAL BENEFITS** (Describe the benefits to the individual participant, investigator(s), and to society in general which may result from this research.)

Please attach the consent form and other materials (consent form, debriefing forms/scripts, surveys, interview questions, etc.), including a page break between this page and the first appendix and between each additional appendix. **Your IRB proposal is NOT complete without these appendixes!** Failure to include relevant appendices will require resubmission and will delay review of your proposal.

Please use the consent form templates available online to make sure all elements of informed consent are included.