

IRB project Proposal information

1. **RESEARCH OBJECTIVES:**
   * Describe the purpose of the research and the research questions
   * **Any anticipated plans for disseminating or sharing results**
   * What are the goals of the study?
   * Where is the study being done?
2. **PARTICIPANTS RECRUITMENT:** Describe the sources of potential human research participants. Include:
   * Where and how participants will be obtained, selection criteria, number needed, and any targeted characteristics of the participants (inclusion/exclusion criteria, children, minorities, gender, etc.).
   * Indicate how you will identify any participants who are under the age of 18.
   * If emailing to UWF email addresses, obtain the necessary permissions per the UWF Broadcast Distribution Policy.
   * If using private email/mailing/phone lists provide a letter granting you access to the list for your research. Attach a copy of all recruitment materials.
3. **CONFIDENTIALITY OF DATA:** Explain how data will be secured to safeguard confidentiality. Include:

* Where will the data be stored?
* What security measures will be applied?
* Who will have access to the data and why?
* Specify your plans for de-identifying the data.
* Provide a timetable for destroying the data and method of destruction. (De-identified data must be kept for three years)

1. **METHOD AND PROCEDURES:** Explain the methods and procedures of your study. Include:
   * Type of experimental design; timeline, length of participant involvement, types of data collected, outcome measurement, and analysis.
   * If you are using participant incentives, please indicate the amount and method of disbursement.
2. **RISKS / BENEFITS TO PARTICIPANTS:**
   * Describe in detail any immediate or long-range risks (physical, psychological, and/or social) to participants that may arise from the procedures used in the study.
   * **Indicate whether these risks are greater than those faced in normal life**. If there are no foreseeable risks, state, “there are no foreseeable risks for participating in this research study”.
   * Detail the precautions to taken to minimize these risks.
   * Detail the benefits to society and any individual benefit, if any.
3. **INFORMED CONSENT:** Describe the manner in which informed consent will be obtained. Attach a copy of the informed consent form. The informed consent must be written at a level that the research participants will understand; avoid jargon and use simple language. If you are requesting waiver of consent, please provide a statement on why your research meets 45 CFR 46.116(c).

If you have any questions, please contact the Office of Research Integrity at 850.474.3484 or [irb@uwf.edu](mailto:irb@uwf.edu)