

New Meridian University
IRB Application

1 Study identification

Complete this application for an initial IRB review or a written determination of whether review is needed. Obtain current submission instructions from your supervisor and submit the matching IRB Checklist with the supporting documents.

Do not begin recruitment, screening, participant procedures, or access to identifiable private information for research until the IRB issues the required written determination and all applicable conditions and permissions are satisfied.

Answer every item. Use N/A with a reason where appropriate. For a longer response, attach a document labeled with the item number and refer to it in the field. Do not include actual participant names or records in this application.

1.1 Study title

1.2 Application version and date

1.3 Program and project purpose

Degree or course project, faculty research, affiliated research, or other purpose.

1.4 Lead researcher name and NMU affiliation

1.5 Lead researcher email and telephone

1.6 Supervisor name role and contact information

Identify the supervisor providing submission guidance and academic oversight.

1.7 Proposed study dates

Planning, recruitment, data collection, analysis, and completion. Allow for review.

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2 Research team support and setting

2.1 Study team and preparation

List each person, affiliation, role, access to participants or data, and relevant experience or training. Attach a team list if needed.

2.2 Funding support and conflicts

Identify funding, donated services, sponsor interests, and financial, personal, academic, or supervisory conflicts. Describe how each conflict will be managed; state none if applicable.

2.3 Sites collaborators and other oversight

List physical and online locations, countries, external partners, data custodians, site permissions, other IRB reviews, and any proposed reliance arrangement. Identify outstanding permissions and restrictions.

2.4 Activities involved select all that apply

- ☐ Interaction with people including surveys interviews or observation
- ☐ Intervention or experimental procedures
- ☐ Existing information records recordings or specimens
- ☐ Public information only
- ☐ Unsure whether this project needs review

2.5 Current activity and specialized procedures

Describe any pilot work or research activity already begun, with dates and authorization. Flag medical procedures, drugs, devices, specimens, international activities, or other specialized review needs. Do not assume NMU can provide every type of review.

The IRB determines whether review is required and which review route applies. An investigator cannot declare a study exempt or grant retrospective approval. Consult your supervisor promptly about activity that has already begun.

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3 Purpose design and procedures

3.1 Plain language study summary

Explain the question, why it matters, and what the study will do in language a person outside the field can understand.

3.2 Aims rationale and study design

State research questions or hypotheses, relevant background, and methods. Distinguish ordinary class, service, or program activities from procedures added for research.

3.3 Participant procedures and time

Describe each step from screening through final contact, who carries it out, setting, frequency, duration, recordings, optional activities, and total participant burden. Include proposed pilot procedures.

3.4 Instruments analysis and intended outputs

Identify all surveys, interview guides, tests, observation tools, or other instruments. Explain analysis, sample size justification, and intended thesis, publication, presentation, or other use.

3.5 Existing information or specimens

State source, original purpose and consent, date range, authorization, data fields, identification at access, code key holder, and any access or reidentification restrictions. Explain why the proposed secondary use is appropriate.

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4 Participants recruitment and compensation

4.1 Population and eligibility

Give the target number and age range, inclusion and exclusion criteria, screening process, and justification for fair selection. Explain any groups excluded.

4.2 Additional participant protections

Identify children, people with reduced consent capacity, incarcerated people, dependent relationships, language barriers, or other circumstances requiring safeguards. Describe protections and relevant expertise.

4.3 Recruitment and screening

Explain who identifies and approaches people, how contact information is obtained with permission, contact frequency, and how screening information is handled. Attach every invitation, advertisement, script, and screening tool.

4.4 Authority relationships and voluntary choice

Disclose relationships with your students, employees, clients, or other people under your authority. Explain neutral recruitment or consent, equivalent alternatives, protection of grades or employment, and when authority figures learn who participated.

4.5 Payments costs and alternatives

State amounts, schedule, eligibility, expenses, credit or other incentives, payment on withdrawal, and equivalent alternatives for academic credit. Identify payment records and how they are separated from research data.

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5 Risks benefits and response plans

5.1 Foreseeable risks and discomforts

Address physical, psychological, privacy, social, legal, financial, educational, and employment risks, including severity and likelihood. Consider recruitment, disclosure, recordings, group discussion, and technology.

5.2 Risk reduction and monitoring

Describe practical safeguards, who monitors participant welfare, stopping criteria, and how the design limits unnecessary exposure. Explain why remaining risks are reasonable in relation to expected benefits and knowledge.

5.3 Expected benefits

Separate realistic direct participant benefits, if any, from knowledge gained. Say when there is no expected direct benefit. Compensation is not a research benefit.

5.4 Distress incidents and confidentiality limits

Describe immediate response, referrals or emergency arrangements, responsible contacts, reporting to the IRB, and any applicable disclosure duties. Explain limits honestly, including focus group confidentiality.

5.5 Deception incomplete disclosure or sensitive procedures

Describe any information withheld or misleading statements, necessity, alternatives, safeguards, debriefing, and proposed opportunity to withdraw data where feasible. Attach the requested consent alteration and debriefing materials.

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6 Informed consent and requested exceptions

6.1 How consent will be obtained

Identify who obtains consent, timing before procedures, private setting, time to consider, comprehension checks, language and accessibility arrangements, and how participants receive the information.

6.2 Voluntary participation and withdrawal

Explain refusal without penalty, stopping or skipping optional activities, and what happens to payments and data on withdrawal. State practical limits after anonymization or aggregation.

6.3 Permission assent or representative consent

Where relevant, explain parental permission, age appropriate assent, capacity assessment, representative authority, and respect for a person who declines. Otherwise explain N/A.

6.4 Consent arrangements select all that apply

- ☐ Signed written or electronic consent
- ☐ Request to waive signatures while retaining the consent process
- ☐ Request to waive informed consent for identified procedures or data
- ☐ Request to alter specific information given during consent

6.5 Justification for each requested exception

Identify the exact request and population. Explain risk, necessity or impracticability, effects on rights and welfare, and additional information or debriefing. For identifiable data explain why identifiable use is needed. For a signature waiver explain the basis and how consent will be documented. Attach a fuller justification if needed.

A waiver of signatures does not waive the consent process. No waiver or alteration takes effect without the IRB written determination. Consent materials must name the study contact and, for participant rights or concerns, Billy Whisnant, IRB Chair, billy.whisnant@newmeridianuniversity.org.

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7 Privacy data protection and technology

7.1 Data inventory and identifiability

List direct and indirect identifiers, sensitive information, recordings, contact or payment files, IP addresses, location data, and other platform metadata. Distinguish anonymous, coded, and identifiable data and justify each collection.

7.2 Storage access and transfer

Name storage locations and services, authorized users, encryption or other safeguards, transfer methods, separation of code keys and contact files, backups, and arrangements after the researcher leaves NMU.

7.3 External services and AI

List survey, cloud, transcription, translation, analysis, and AI providers and purposes. State what information each receives, identifiability, access, location, retention, model training or reuse settings, safeguards, consent disclosures, and human validation. State none if applicable.

7.4 Retention deletion and incident response

Specify proposed retention periods and their basis, destruction of data and backups, responsibility, preservation obligations, and how suspected loss, unauthorized access, or disclosure will be contained and reported.

7.5 Publication sharing and future use

Explain quotations, images, recordings, small groups, reidentification risk, data sharing, access restrictions, future use, and whether consent permits them. Do not promise anonymity or removal of data when that is not feasible.

Use confidential information only through arrangements authorized under NMU policies and the IRB determination. Researchers remain responsible for checking technology outputs, protecting information, and following NMU academic authorship requirements.

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8 Supporting documents and packet inventory

Attach current versions of all materials relevant to the project. Identify titles, file names, versions, and dates below or in a separate inventory. Explain items not applicable and pending permissions in the IRB Checklist. Do not send actual participant records as sample materials.

8.1 Supporting materials attached select all included

- ☐ Study protocol or detailed research proposal
- ☐ Recruitment invitations advertisements scripts and screening tools
- ☐ Consent information forms scripts and electronic consent screens
- ☐ Parental permission assent or representative consent materials
- ☐ Questionnaires interview guides tests observation or other instruments
- ☐ Debriefing materials and consent exception justifications
- ☐ Site data access permissions and relevant agreements
- ☐ Data protection plan and technology or vendor documentation
- ☐ Other IRB decisions collaboration or proposed reliance documentation
- ☐ Team preparation information required for this project
- ☐ Completed NMU IRB Checklist

8.2 Document inventory

List each document title or file name with version and date. Identify the application section it supports. Attach a longer inventory if needed.

8.3 Outstanding items and explanation

List permissions or information still outstanding, the responsible person, expected date, and activities that must wait. Ask your supervisor whether the IRB can accept the packet at this stage.

Materials must agree on procedures, participants, time, risks, payments, privacy, and consent. Submission of a packet or site permission does not authorize research.

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9 Researcher and supervisor acknowledgments

Lead researcher acknowledgment

This packet accurately describes my proposed research. I will obtain the written IRB determination and satisfy its conditions and applicable permissions before covered activities begin. I will follow the authorized protocol and consent process and protect participant information.

I will obtain required prior review of changes, except changes needed to eliminate an apparent immediate hazard to participants. I will promptly report such changes, problems, deviations, privacy incidents, and concerns to the IRB and follow review, expiration, closure, and data obligations.

I remain responsible for the accuracy, attribution, and integrity of the research and for technology or AI outputs. I will follow NMU academic integrity, AI, privacy, and retaliation policies. I will not treat supervisor endorsement, a registration number, or this form as IRB approval.

9.1 Lead researcher printed name

9.2 Lead researcher signature and date

Supervisor packet review acknowledgment

I have reviewed the proposal, packet completeness and consistency, researcher preparation, and scientific and ethical adequacy. I will provide assigned academic oversight and support compliance with the written IRB determination. This acknowledgment is not IRB approval.

9.3 Supervisor printed name and role

9.4 Supervisor signature and date

IRB administration only

9.5 Study reference number and receipt date

The IRB issues its determination separately in writing, identifying the authorized study and document versions, conditions, and any further review requirements. IRB registration IRB00015163 and organization registration IORG0012834 identify NMU oversight, not an individual study approval.