

Application Forms

All protocols require **Form 1: Application**, **Form 2: Consent**, **Form 3: Data Storage and Security**, **Form 4: Personnel**.

Expedited and full review protocols also require a supplemental form. (See separate document.)

Form 1: Application

1. Affiliation	Type: Multiple Choice	Required
What is your affiliation with Bryn Mawr College: Options: - BMC Faculty - BMC Staff - BMC Student - Haverford Student - Swarthmore Student - Other		
2. UndergradFunding	Type: Multiple Select	Required
If you are an undergraduate, check any of the following that apply to this research: Options: - Senior Thesis - Mellon Mays - Hanna Holborn Gray - Pollak - Dean's Research Fund - Career and Civic Engagement Center or Other Internship - Faculty Funding - Other - Not Applicable		
3. Purpose	Type: Short answer	Required
What is the purpose of the proposed study?		
4. Procedures	Type: Long answer	Required
Briefly describe all research procedures (e.g., experiments, surveys of any kind, open-ended interviews, participant observation, etc.) that will apply to human subjects. Approximately how much time is each participant expected to devote to the research? Will all of the data be collected at one time, or will data collection be spread out over time?		
5. Participants	Type: Short answer	Required
Describe the pool of participants that will be involved in the proposed research, including their expected age range.		
6. Recruitment	Type: Short answer	Required
How will subjects be recruited and selected? Include copies of all recruitment scripts, flyers, e-mail notices, etc. that you will be using with your protocol (in Word (.doc or .docx) or RTF format). If the research will be carried out in an institutional setting (i.e., at a school, social service agency, hospital, etc.), include an email or letter from an appropriate administrator at that institution, indicating that he/she knows about the research and what the institution is expected to do or provide.		
7. Compensation	Type: Long answer	Required
If subjects will receive payment or compensation (i.e., gift card, entry into lottery, etc.) for their time and inconvenience, describe in detail the amount or value of this compensation, when and how it will be delivered, and how the researcher will pro-rate compensation for subjects who withdraw early. These details should also be explained to participants in any consent and/or assent forms used.		

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8. Coercion	Type: Short answer	Required
Describe any relationships between the researcher(s) and subjects, such as: teacher-student, friend-friend, employer-employee, etc. If such a relationship exists, what procedures will you use to ensure that participants are free to decline participation without penalty and that no coercion to participate exists?		
9. Instruments	Type: Short answer	Required
List all research instruments (web surveys, other surveys, standardized and non-standardized tests or measures, demographic forms, interview scripts, focus group guides, etc.) that will be used. Attach copies of all instruments to your submission (next question). Note: if data is collected online, the instruments must include a web survey security statement.		
10. Instrument Upload	Type: File Upload	
If you have instrument documentation and data collection forms, please upload them here		
11. Upload Permission	Type: File Upload	
Please upload your site permission(s).		
12. Upload flyers	Type: File Upload	
Please upload your flyers, recruitment stuff, etc.		
13. Additional Docs	Type: File Upload	
If you have any additional documentation to supply to the IRB Committee for review of your protocol, please upload it here.		

Form 2: Consent

Here, upload the Consent Form, Data Collection Forms, and Interview Questions. There are no questions in this form.

There are templates for the Consent Form and Waiver of Consent Form in IRB Mentor on the Info Page.

Application Forms

[View Protocol Page](#)

Test to save form and print

PI: Vanessa Davies

☐ [Submit Revisions for Review](#)

Highlight Comments Entered Since



Clear Acceptable Formats

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☐ Expand All Sections

☐ Revisions Required Questions

Application Required Questions Unanswered: 6 Revisions Required: 1 Questions with Comments: 1 Date Last Updated: 12/17/2020 10:14 AM EST

Consent

There is a Consent Form template for your use in IRB Mentor on the Info Page. If you are collecting data directly from participants, list or describe any research instruments that will be used, that is, anything that a participant must complete (surveys, tests or measures, demographic forms, etc.) and attach copies of each to your submission. All forms that are involved in recruitment and/or will be seen by research participants will be stamped by the Bryn Mawr College IRB in the center of your document footers. For that reason, please ensure that the bottom margin of all uploaded forms is at least 1.5 inches. If you insert a page number in the footer, please put the number on the left or the right of the footer, not in the center.

Requested Documents

Please upload your Consent Form, all instruments, and interview questions.

Upload Multiple Docs

- Consent Form (Consent Form)
- Data Collection Forms (Data Collection Forms)
- Interview Questions (Interview Questions)

Data Storage and Security Required Questions Unanswered: 4

Personnel

Form 3: Data Storage and Security

1. Recording data	Type: Long answer	Required
How will data be recorded (e.g., on paper, electronically, etc.)? Explain if data will involve other items, such as photography, video recordings, or audio recordings.		
2. Data storage	Type: Long answer	Required
How are your data stored and secured? Include discussion of plans for storing data and recordings (both temporary strategies and permanent storage), how long they will be stored, and how they will be disposed of or destroyed at the conclusion of the research. These details should also be explained to participants in any consent and/or assent forms used.		
3. Confidentiality	Type: Long answer	Required
How will you protect the privacy of the research subjects and confidentiality of their data? Include discussion of steps to conceal the identity of specific subjects and when/how those measures will be taken. These details should also be explained to participants in any consent and/or assent forms used.		
4. Risk	Type: Long answer	Required
If the research involves the collection or recording of behavior that, if known outside the research could reasonably (a) place the subjects at risk of criminal or civil liability, or (b) be damaging to the subject's financial standing, employability, or reputation, or (c) involve the collection of information regarding sensitive aspects of the participants' behavior (e.g., drug or alcohol use, illegal conduct, sexual behavior), indicate clearly why the collection or recording of such behavior is scientifically necessary.		

Form 4: Personnel

1. External Personnel	Type: Long answer
If this protocol includes personnel who do not autopopulate above, please enter here their name, institutional affiliation, email address, and role (PI, co-PI, Research Assistant).	
2. Human Subjects Cert	Type: File Upload
Upload any current human subjects training certificates, if not autopopulated.	