Bank Street
Graduate School
of Education

Bank Street College of Education
Institutional Research and Review Board
Application Form

FOR USE BY FACULTY, STAFF, EXTERNAL RESEARCHERS AND CONTINUING EDUCATION STUDENTS

Section I must be filled out by everyone who proposes to engage in a research project. Section II must be filled out by anyone whose research includes human participants.

Please read "Definition of Commonly Used Terms" on page 4 of the enclosed guidelines before attempting to fill out this application.

PLEASE TYPE OR PRINT CLEARLY

SECTION I

Project Title: _____

Start Date: _____ End Date: _____

Primary Investigator Information

Name: _____

E-mail address:_____

Phone: (w)_____(h) _____

Address:_____Zip: _____

Please check one:
a. Faculty __
b. Student ___
c. Other Staff __
d. External Researchers __
e. Continuing Education Students__

_____ I have completed training on conducting research with human participants and the documentation of this training is attached.
If you have not completed training, a free training is available by the National Institutes of Health. Access to the *NIH Protecting Human Participants* training can be found at the following link: *https://phrp.nihtraining.com/users/login.php*.

For office use only:

IRRB No. _____
Reviewed by_____
Date_____

Approved_____
Revisions required_____

Bank Street
College of Education
Graduate School of Education
610 West 112th Street
New York, NY 10025
212-875-4467
www.bankstreet.edu

1. Is this research part of a course/program requirement?
   _____ Yes _____ No

   If **yes**, please indicate the course name, number and the academic program. _____

   _____

   Name of your institution: _____

2. Is this research funded by an external sponsor?_____ Yes _____ No _____ Pending

   If you are waiting for funding approval to develop instruments and consent forms, please check here. _____

3. Provide a one-page summary of the goals and design of your research, as well as the planned use of human participants. **Please do not simply refer to your proposal in response to this question.**

4. Outline possible benefits the proposed study may provide to individual participants, social groups, or society. If there are no direct benefits to the participants as individuals, please state this explicitly.

5. Does the study involve secondary data analysis? _____ Yes _____ No
   If **yes**, attach separate document with a brief description of each data set and indicate from which databank(s) or sources the data will be (has been) obtained. For each data set, please include the following information:

   a. Can the names or identities of subjects in the data set be deduced from the data fields?

   b. Is the data set available to the general public, without restriction, or is access restricted in some manner? If access is restricted, attach a copy of the licensing agreement you signed with the distributor, as well as a copy of your data security plan.

   c. Are you planning to merge geographic, company, census, community, or other potentially identifying data into an individual-level data set during the course of the project? If so, attach a description of how you plan to protect the data from unauthorized use.

   d. Will anyone other than you have access to any restricted access databases(s)? If so, provide their names, and ensure that they have completed the required education in the use of human subjects. Certification can be attained through completion of the *NIH Protecting Human Participants (https://phrp.nihtraining.com/users/login.php)*. Documentation of completion must be submitted by all personnel. Submit copies of affidavits, non-disclosure agreements, or similar documents they were required to sign with the distributor.

If your study involves secondary data analyses ONLY, and not the participation of human subjects, you may sign here and return the application to the IRRB.

Principal Investigator Signature _____ **Date** _____

For all other studies, please fill out the remaining questions.

SECTION II

Please answer the questions in this section thoroughly and completely.

1. How many participants do you plan to recruit for the entire study?_____
   Is the expected age range of the participants in your study under 18 years of age?
   _____ Yes _____ No
2. Will your sample include Bank Street students from the:
   Graduate School _____ Yes _____ No

   School for Children _____ Yes _____ No

   Continuing Education _____ Yes _____ No

   a. If **yes**, do you plan to recruit participants from classes that you personally teach?

   _____ Yes _____ No
   If **yes**, please provide a justification for the collection of data from your own students, and describe measures to be taken to make certain students understand participation in your study is not obligatory.
3. Explain how you plan to recruit your participants. Specify the exact wording of the requests, notices, or advertisements recruiting participants. **Attach draft advertisements, flyers, and/or text to be used in emails and letters** informing the public about your project.
   Do you plan to use email or the Internet to recruit your participants?_____ Yes _____ No

   If **yes**, you should be aware that email or Internet transmissions are neither private nor secure. Please include a sentence in your consent form that alerts participants that there is a chance their responses could be read by a third party.
4. Duration of the participants' engagement, through each component of the study and in total. Please provide timeline with full information regarding the type of activity and duration of involvement for each component of the study, if applicable.
5. Check any/all of the following procedures that apply to your study. If you check any, explain in detail, on a separate sheet, each procedure you propose to use, and provide the ethical and scientific justification for employing the procedure.

   _____Punishment
   _____Use of drugs
   _____Covert observation
   _____Induction of mental/and or physical stress
   _____Procedures that risk physical harm to the subject
   _____Materials commonly regarded as socially unacceptable
   _____Procedures that might be regarded as invasive
   _____Procedures that fail to ensure confidentiality
   _____Deception

Please note. Reliance on deceptive methods is strongly discouraged and, when possible the IRRB committee will require the PI to provide further development of the research design to promote transparency of research methods and intentions with participants. Should it be deemed that deceptive methods are unavoidable, a rationale must be provided, along with a description of safeguards, including debriefing, to be implemented to inform and protect study participants. The researcher will:

- Describe when and how the participants will be debriefed.
- Discuss the nature of the deception and provide rationale for the necessity of deception in this study.
- Provide a **debriefing form/script** to be used with participants.

Study participants must be informed the study utilized deceptive methods immediately following their participation.

6. Will any data be gathered using photographic, video, or sound-recording devices? _____ Yes _____ No

   a. If yes, how will you protect the confidentiality of the material produced with such devices?

   b. What will be done with the photos, video, or audio recordings after the study has been collected? Will this information be destroyed? If not, for how many years will it be kept? Will it be used in publications? Include this information on the consent form as well.

      Please note. It is customary to keep materials used to document participation in a study for up to seven years. Materials should be secured in a locked cabinet within a locked office, and in instances of electronically stored materials, in a password protected file on a password protected device.

7. Will you or your staff know the names of any participants (through the use of signed consent forms, for example)?_____ Yes _____ No

   If **yes**, answer questions *a-d* below.

   a. Where will the names be recorded (e.g., on test protocols, on a separate list with code numbers, in a computer file, etc.)?

   b. For what purpose(s) will names be recorded?

   c. Will access to names be under your exclusive control?____Yes_____No
      If **no**, what will be done to protect the confidentiality of participants?

   d. Will names of participants be included in any publication based on this study?_____ Yes _____ No

      If **yes**, for what reason(s)?

8. Sometimes research findings are presented in a manner that permits knowledgeable readers to infer the identity of a person participating in a study, even if names are omitted. Do you expect to present findings that may possibly provide such clues?

   _____ Yes _____ No
   If yes, please describe measures to be taken to protect the identity of the participant.

9. Will information be obtained pertaining to persons other than immediate participants (e.g., their friends)?

   _____ Yes _____ No
   If **yes**, how will confidentiality of such persons be protected?

10. Do you plan to obtain written assent?

    _____ Yes _____ No

    If **yes**, refer to *Required Components of Informed Consent Documents* of the attached guidelines, and attach a copy of the assent form.

    If **no**, please answer questions a-c below.
    a. Why do you not intend to use such forms?

    b. In what manner and to what extent will you give potential participants advance information about the study procedures? If using a contact letter, please attach it.

    c. In what manner will potential participants be advised that their participation and continuation in the project is entirely voluntary? Please provide a copy of the text to be used. If proposing to use oral assent, provide a copy (script) of the text that you will use.

11. Has this study been reviewed (or will it be reviewed) by another institution's Institutional Research Review Board?_____ Yes _____ No

    If already reviewed, attach a copy of the approval/deferral notification you received from the IRRB.

    If this study will be or has been submitted to another IRRB, please indicate the institution:

    _____

Principal Investigator Signature _____ **Date**_____

IRRB Checklist

Please submit all materials that are relevant to your IRRB review. Please check off items on this list and enclose the list with your application.

1. The fully completed application form _____ Included _____ N/A
2. A single page (single-spaced) description of your proposed research that outlines the methods you are using _____ Included _____ N/A
3. Recruitment materials _____ Included _____ N/A
4. Restricted access dataset agreements _____ Included _____ N/A
5. Your proposed consent/assent forms _____ Included _____ N/A
   Copies of research and stimulus materials you plan to use (questionnaires, research instruments, interview guides, etc.) _____ Included _____ N/A
6. Post-participation debriefing statement _____ Included _____ N/A
7. Proposal submitted to funder

   OR

   Independent Study or Portfolio Proposal _____ Included _____ N/A
8. Confirmation non-Bank Street IRB review/approval _____ Included _____ N/A
9. Foreign country collaboration documentation _____ Included _____ N/A