**Michigan State University Human Research Protection Program**

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| * Complete this template for new exempt, expedited, or full board studies.   + Complete Section I for ALL studies (exempt, expedited, full board)   + Complete Section II ONLY if your study does not qualify for exemption and requires an expedited or full board review. Contact the IRB office if you have any questions. * CLICK™ IRB:   + Include the template with a New Study Submission.   + Upload the completed template to the Basic Information SmartForm page, Question 10.   + When uploading documents to Click (e.g. consent documents, instrument), provide distinct file names. * See the Click Quick Guides and the HRPP Manual for more information, available at hrpp.msu.edu | | | | | | | |
|  | | | | | | | |
| **Study Title:** | | | | |  | | |
| **Click Study ID (if known):** | | | | |  | | |
| **Sponsor (if applicable):** | | | | |  | | |
| **Sponsor ID (if applicable):** | | | | |  | | |
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| **Section I. IRB Protocol for All Studies**  Section I is completed for ***all studies*** and includes questions to determine whether the study qualifies for exemption. Section II is only completed if the study does not qualify for exemption. | | | | | | | |
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| **1.** | **Hypothesis / Objective / Goals / Aims.** | | | | | | |
| Briefly describe the study’s hypothesis / objectives / goals / aims. | | | | | | |
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| **2.** | **Subject Population.** | | | | | | |
| **2A.** | Study purposefully includes the following subject population(s) (select all that apply): | | | | | | |
| Cognitively impaired adults  Minors (children) (view information about the definition of a child)  Minors who are wards of the state  Pregnant women, fetuses, or neonates  Prisoners  Students | | | | | | |
| **2B.** | Study involves (select all that apply): | | | | | | |
| Funding, support, or other requirement to comply with U.S. Department of Justice regulations  Incomplete disclosure or attempted deception of subjects | | | | | | |
|  | *CLICK IRB: Upload the debriefing script, document, etc. to the Consent Forms and Recruitment Materials SmartForm page, Question 1.* | | | | | | |
| **3.** | **Estimated Study Duration.** | | | | | | |
| Provide the time estimated to complete all human subject research, including analysis of the subjects’ identifiable private information. | | | | | | |
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| **4.** | **Reasonably Foreseeable Risks.** | | | | | | |
| **4A.** | There are (select one of the following): | | | | | | |
|  | No reasonably foreseeable risks to subjects  Reasonably foreseeable risks to subjects | | | | | | |
| **4B.** | Explain the selection. *If you selected that there are reasonably foreseeable risks to subjects, describe the risks, considering physical, psychological, social, legal and economic risks.* | | | | | | |
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| **4C.** | If you selected that there are reasonably foreseeable risks, describe the procedures for protecting against or minimizing potential risks and provide an assessment of their likely effectiveness. | | | | | | |
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| **5.** | **Conflict of Interest.** | | | | | | |
| Do any investigators or research staff have a financial interest related to the research that has not otherwise been disclosed elsewhere in this submission? | | | | | | No  Yes |
| **6.** | **Exemption Criteria.** | | | | | Not Applicable | |
| A study may qualify for exemption when the only involvement of human subjects will be in one or more of the following categories (please view full exemption category / description here: https://hrpp.msu.edu/help/required/exempt-categories.html). **(*If the study does not qualify for the exemption criteria, do not complete this question and proceed to Section II.)*** | | | | | | |
| **6A.** | Exemption Categories. | | | | | | |
| **6A1.** | Select the category(ies) applicable to the study if the only involvement of human subjects in this study will be in one or more of the categories. Studies involving prisoners cannot be exempt UNLESS the research is aimed at involving a broader subject population that only incidentally includes prisoners *If your study is subject to U.S. Department of Justice requirements, do not complete this section; complete 6A2 below.* | | | | | |
|  | ***Exempt 1.*** Research conducted in established or commonly accepted educational settings, involving normal educational practices that are not likely to adversely impact students' opportunity to learn required educational content or the assessment of educators who provide instruction. ***IF YOU SELECTED THIS CATEGORY, EXPLAIN WHY THE RESEARCH WILL NOT LIKELY ADVERSELY IMPACT STUDENTS’ OPPORTUNITY TO LEARN REQUIRED EDUCATIONAL CONTENT OR THE ASSESSEMENT OF EDUCATORS WHO PROVIDE INSTRUCTION.*** | | | | | |
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|  | ***Exempt 2.*** Research that only includes interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior. ***IF YOU SELECTED THIS CATEGORY, SELECT THE APPROPRIATE OPTION(S) BELOW.*** | | | | | |
|  |  | (i) Information obtained is recorded by investigator in manner that identity of subjects cannot readily be ascertained, directly or through identifiers linked to subjects | | | | |
|  |  | (ii) Any disclosure of subjects' responses outside research would not reasonably place subjects at risk of criminal or civil liability or be damaging to subjects' financial standing, employability, educational advancement, or reputation. | | | | |
|  |  | (iii) **LIMITED IRB REVIEW REQUIRED**. Information obtained is recorded by investigator in manner that identity of subjects can readily be ascertained, directly or through identifiers linked to subjects, and responses could reasonable place subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation ***(LIMITED IRB REVIEW IS REQUIRED; YOU MUST ALSO COMPLETE QUESTION 6E TO DESCRIBE PRIVACY AND CONFIDENTIALITY SAFEGUARDS.)*** | | | | |
|  | ***Exempt 3.*** Research involving benign behavioral interventions in conjunction with the collection of information from an adult subject through verbal or written responses (including data entry) or audiovisual recording if the subject prospectively agrees to the intervention and information collection. ***IF YOU SELECTED THIS CATEGORY, SELECT THE APPROPRIATE OPTION(S) BELOW.*** | | | | | |
|  |  | (i) Information obtained is recorded by investigator in manner that identity of subjects cannot readily be ascertained, directly or through identifiers linked to subjects. | | | | |
|  |  | (ii) Any disclosure of subjects' responses outside research would not reasonably place subjects at risk of criminal or civil liability or be damaging to subjects' financial standing, employability, educational advancement, or reputation | | | | |
|  |  | (iii) **LIMITED IRB REVIEW REQUIRED**. Information obtained is recorded by investigator in manner that identity of subjects can readily be ascertained, directly or through identifiers linked to subjects, and responses could reasonable place subjects at risk of criminal or civil liability or be damaging to subjects' financial standing, employability, educational advancement, or reputation ***(LIMITED IRB REVIEW IS REQUIRED; YOU MUST ALSO COMPLETE QUESTIONS 6E TO DESCRIBE PRIVACY AND CONFIDENTIALITY SAFEGUARDS.)*** | | | | |
|  | ***Exempt 4.*** Secondary research uses of identifiable private information or identifiable biospecimens. ***IF YOU SELECTED THIS CATEGORY, SELECT THE APPROPRIATE OPTION(S) BELOW.*** | | | | | |
|  |  | Identifiable private information or identifiable biospecimens are publicly available. | | | | |
|  |  | Information, which may include information about biospecimens, is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained directly or through identifiers linked to the subjects, the investigator does not contact the subjects, and the investigator will not re-identify subjects. ***IF YOU SELECTED THIS CATEGORY, CONFIRM THE FOLLOWING:*** | | | | |
|  |  |  | Investigator and research team will not contact the subjects  Investigator and research team will not re-identify the subjects | | | |
|  |  | The research involves only information collection and analysis involving the investigator's use of identifiable health information when that use is regulated under the Health Insurance Portability and Accountability Act (HIPAA) 45 CFR parts 160 and 164. | | | | |
|  |  | The research is conducted by, or on behalf of, a Federal department or agency using government-generated or government-collected information obtained for nonresearch activities, if the research generates identifiable private information that is or will be maintained on information technology that is subject to and in compliance with specific federal privacy standards. | | | | |
|  | ***Exempt 5.*** Federal demonstration projects. | | | | | |
|  | ***Exempt 6.*** Taste and food quality evaluation and consumer acceptance studies. | | | | | |
|  | ***Exempt 97***. ONLY applicable to research NOT FUNDED by a federal department or agency: Research involving the study of previously collected identifiable data (please view additional exclusions before selecting this category). | | | | | |
|  | *By checking the boxes below, you are confirming that the study will not include any of the following exclusions for the study’s duration:*  Federal funding or federal training grants  FDA regulated  Sponsor or other contractual restrictions  Clinical interventions (including clinical behavioral interventions)  Receipt of an NIH issued certificate of confidentiality to protect identifiable research data  Multi-site collaborative research study where another institution plans to rely or is relying upon MSU’s IRB review | | | | | |
|  | ***Exempt 98.*** ONLY applicable to research NOT FUNDED by a federal department or agency: Prospective data collection with adults through verbal or written responses involving a benign intervention (please view additional exclusions before selecting this category). | | | | | |
|  | *By checking the boxes below, you are confirming that the study will not include any of the following exclusions for the study’s duration:*  Federal funding or federal training grants  FDA regulated  Sponsor or other contractual restrictions  Clinical interventions (including clinical behavioral interventions)  Receipt of an NIH issued certificate of confidentiality to protect identifiable research data  Multi-site collaborative research study where another institution plans to rely or is relying upon MSU’s IRB review  Children as research subjects | | | | | |
| **6A2.** | **DEPARTMENT OF JUSTICE Exemption Categories*.*** Complete this section ONLY if the research is subject to Department of Justice requirements. | | | | | |
| **6A2i.** | Select the category(ies) applicable to the study if the only involvement of human subjects in this study will be in one or more of the categories. Studies involving prisoners cannot be exempt. | | | | | |
|  | ***Exempt 1.*** Research conducted in established or commonly accepted educational settings, involving normal educational practices. | | | | | |
|  | ***Exempt 2.*** Educational tests, survey procedures, interview procedures, observation of public behavior unless data is recorded in a manner such that subjects are identifiable and the responses could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects’ financial standing, employability, or reputation (research cannot involve children, except for educational tests or observation of public behavior where the investigator does not interact with the child). | | | | | |
|  | ***Exempt 3.*** Educational tests, survey procedures, interview procedures, or observation of public behavior not otherwise exempt that involves public officials or federal statute. | | | | | |
|  | ***Exempt 4.*** Collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens if publicly available or information is recorded by investigator in a manner that subjects cannot be identified. | | | | | |
|  | ***Exempt 5.*** Federal demonstration projects. | | | | | |
|  | ***Exempt 6.*** Taste and food quality evaluation and consumer acceptance studies. | | | | | |
|  | **6A2ii.** | Explain why the study presents minimal risk to subjects. | | | | | |
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| **6B.** | By checking the boxes below, you are confirming that the following are true and will remain true for the study’s duration: | | | | | | |
| Selection of subjects is equitable (considering the purposes of the research, setting in which research will be conducted, any vulnerable populations).  If there is recording of identifiable information, there are adequate provisions to maintain the confidentiality of the data.  There are adequate provisions to maintain the privacy interests of subjects.  Safeguards are or will be put in place to protect against any coercion or undue influence if you or members of your study team are or may be associated with the subjects at any point in the study (e.g. students, employees, colleagues, patients). | | | | | | |
| **6C.** | Consent | | | | | | |
| **6Ci.** | There will be a consent process for the study’s duration that will disclose information such as that the activity involves research, a description of the procedures, that participation is voluntary and withdrawal is without penalty, and the name and contact information for the researcher (select appropriate option below): | | | | | | |
| For All Subjects  For Some Subjects  For None of the Subjects (consent will not be obtained)  *CLICK IRB: Upload the consent document to the Consent Forms and Recruitment Materials SmartForm page.* | | | | | | |
| **6Cii.** | Please explain your selection. | | | | | | |
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| **6D.** | Please acknowledge that you may not begin the research at non-MSU institutions (regardless of engagement), until you receive the appropriate approvals/permissions from the sites (e.g. IRB review/exempt determination from non-MSU sites, data use or research agreements, other regulatory approvals). An MSU exempt determination does not provide approval/permission for a non-MSU site, including sites with reliance agreements with MSU. Please note that non-MSU sites may have requirements that differ from MSU for exempt research. Note that this also applies to sites added after the MSU exempt determination. | | | | | | |
| Acknowledged | | | | | | |
| **6E.** | **LIMITED IRB REVIEW.** If the exemption(s) require limited IRB review (if you selected Exemption 2(iii) or 3(i)(C) in Question 6A), complete questions 1 and 2 to describe privacy and confidentiality. | | | | | | |
| **6E1.** | **Privacy of Subjects.** | | | | | | |
|  | How will subjects’ privacy be protected? Consider the number of individuals interacting with the subject or subject’s records, location of consent process and study, presence of individuals not associated with the study, sensitivity of the research. | | | | | | |
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| **6E2.** | **Confidentiality of Data.** | | | | | | |
| **6E2i.** | Select the appropriate option: | | | | | | |
|  | Identifying or coded information will not be stored with the information and/or biospecimen(s)  Identifying or coded information will be stored with the information and/or biospecimen(s) | | | | | | |
| **6E2ii.** | Please explain your selection. If you are storing identifying or coded information with the information and/or biospecimen(s), explain why identifiable or coded information and/or biospecimen(s) needs to be maintained and how long it will be necessary to maintain it. | | | | | | |
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| **6E2iii.** | Describe the procedures and safeguards you will use to secure the information and/or biospecimen(s), including during transport of information and/or biospecimen(s). | | | | | | |
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| **Other Click IRB Documents to Upload As Appropriate**  **(Applicable to All Studies)** |
| * *Upload this completed protocol to the Basic Information SmartForm page, Question 10.* * *Upload any funding materials not accessible in Kuali Coeus in the Supporting Documents SmartForm page.* * *Upload the HRP-537 - Template - Use of Protected Health Information Application to the MSU Additional Study Information SmartForm page.* * *Upload the HRP-538 - Template - MSU Authorization to Use or Disclose Health Information for Researchers to the MSU Additional Study Information SmartForm page.* |
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| **IF THE STUDY MAY QUALIFY FOR AN EXEMPTION**  **(INCLUDING THOSE THAT MAY REQUIRE LIMITED IRB REVIEW),**  **STOP HERE AND DO NOT COMPLETE SECTION II.**  **CONTINUE ONLY IF THE STUDY**  **DOES NOT QUALIFY FOR AN EXEMPTION.**  **COMPLETE QUESTIONS 7-23 FOR**  **AN EXPEDITED OR FULL BOARD STUDY.** |

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| **Section II. Additional Questions for an Expedited or Full Board Study**  Not all questions or sections are applicable to every study. If the question or section is not applicable, check the “Not Applicable” box. All other questions are required. | | | | | | | | |
| **7.** | **Expedited Categories.** | | | | | | | |
| **7A.** | Please select the Expedited category(ies) and sub-categories as applicable to the study if the only involvement of human subjects in this study will be in one or more of the categories. If the study involves more than minimal risk or none apply, select “The study involves more than minimal risk OR none of the expedited category(ies) apply.” | | | | | | | |
|  |  | ***The study involves more than minimal risk OR none of the expedited categories apply. IF THIS OPTION IS SELECTED, DO NOT SELECT ANY OF THE EXPEDITED CATEGORY(IES).*** | | | | | | |
|  |  | ***Expedited 1*.** Clinical studies of drugs and medical devices only when condition (a) or (b) is met. ***IF YOU SELECTED THIS CATEGORY, SELECT THE APPROPRIATE OPTION(S) BELOW.*** | | | | | | |
|  |  |  | (a) Research on drugs for which an investigational new drug application (21 CFR Part 312) is not required. (Note: Research on marketed drugs that significantly increases the risks or decreases the acceptability of the risks associated with the use of the product is not eligible for expedited review.) | | | | | |
|  |  |  | (b) Research on medical devices for which (i) an investigational device exemption application (21 CFR Part 812) is not required; or (ii) the medical device is cleared/approved for marketing and the medical device is being used in accordance with its cleared/approved labeling. | | | | | |
|  |  | ***Expedited 2*.** Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture. ***IF YOU SELECTED THIS CATEGORY, SELECT THE APPROPRIATE OPTION(S) BELOW.*** | | | | | | |
|  |  |  | (a) from healthy, nonpregnant adults who weigh at least 110 pounds. For these subjects, the amounts drawn may not exceed 550 ml in an 8 week period and collection may not occur more frequently than 2 times per week; or | | | | | |
|  |  |  | (b) from other adults and children [2], considering the age, weight, and health of the subjects, the collection procedure, the amount of blood to be collected, and the frequency with which it will be collected. For these subjects, the amount drawn may not exceed the lesser of 50 ml or 3 ml per kg in an 8 week period and collection may not occur more frequently than 2 times per week | | | | | |
|  |  | ***Expedited 3***. Prospective collection of biological specimens for research purposes by noninvasive means. | | | | | | |
|  |  | ***Expedited 4***. Collection of data through noninvasive procedures (not involving general anesthesia or sedation) routinely employed in clinical practice, excluding procedures involving x-rays or microwaves. Where medical devices are employed, they must be cleared/approved for marketing. (Studies intended to evaluate the safety and effectiveness of the medical device are not generally eligible for expedited review, including studies of cleared medical devices for new indications.) | | | | | | |
|  |  | ***Expedited 5***. Research involving materials (data, documents, records, or specimens) that have been collected, or will be collected solely for nonresearch purposes (such as medical treatment or diagnosis). | | | | | | |
|  |  | ***Expedited 6***. Collection of data from voice, video, digital, or image recordings made for research purposes. | | | | | | |
|  |  | ***Expedited 7***. Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior) or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies. | | | | | | |
| **7B.** | **For Studies Regulated by the U.S. Food and Drug Administration or the U.S. Department of Justice**. If you selected an expedited category, explain why the study presents minimal risk to subjects. | | | | | | | |
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| **8.** | **More than Minimal Risk Research.** *Complete the following question if you selected “The study involves more than minimal risk OR none of the expedited categories apply” in Question 7A (Expedited Categories).* | | | | | | | |
| **8A.** | Describe the relevant prior experience and gaps in current knowledge, relevant preliminary data, if any, and the scholarly background for, and significance of, the research based on existing literature and how it will add to existing knowledge. | | | | | | | |
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| **8B.** | Sample Size. | | | | | | | |
| **8Bi.** | Total number of subjects who will be approached (including screen failures, controls and subject withdrawals) to reach enrollment numbers for the lifetime of the study at this investigator’s sites. | | | | | | | |
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| **8Bii.** | Total number of subjects who will be enrolled in the study at this investigator’s site. | | | | | | | |
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| **8Biii.** | Describe the statistical justification or rationale for the proposed sample size. Considerations for sample size may include the acceptable level of significance, power of the study, expected effect size, underlying event rate in the population, standard deviation in the population, saturation of themes, and/or have a theoretical basis. | | | | | | | |
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| **9.** | **Minimal Risk Research.** *Complete the following question if you selected an expedited category in Question 7A.* | | | | | | | |
| **9A.** | Briefly describe the background for conducting the research. (1-2 sentences) | | | | | | | |
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| **9B.** | Sample Size. | | | | | | | |
| **9Bi.** | Provide an estimated sample size for the lifetime of the study at this investigator’s sites. | | | | | | | |
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| **9Bii.** | Describe the basis for that estimate. | | | | | | | |
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| **10.** | **Benefits.** | | | | | | | |
| Describe any potential direct benefit(s) to subjects in this study, if any and the importance of the knowledge that may reasonably be expected to result. Within the description, do not include payment to subjects as a benefit. | | | | | | | |
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| **11.** | **Screening, Recruitment, and Determining Eligibility.** | | | | | | | |
| **11A.** | Describe how subjects will be identified and recruited, including who will perform the recruitment. | | | | | | | |
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|  | *CLICK IRB: Upload the recruitment materials to the Consent Forms and Recruitment Materials SmartForm page, Question 2.* | | | | | | | |
| **11B.** | The study team will obtain for the purpose of screening, recruiting, or determining the eligibility of prospective subjects (please select the appropriate option(s)): | | | | Not Applicable | | | |
|  | Information through oral or written communication with the prospective subject or legally authorized representative. Before the information is obtained for the purpose of screening, recruiting, or determining eligibility, consent:  will be obtained.  will not be obtained. *Please describe screening consent procedures in Question 12.* | | | | | | | |
|  | Identifiable private information or identifiable biospecimens by accessing records or stored identifiable biospecimens. Before the information is obtained for the purpose of screening, recruiting, or determining eligibility, consent:  will be obtained.  will not be obtained. *Please describe screening consent procedures in Question 12.*  *Note: The revised Common Rule permits an exception from informed consent for screening, recruiting, or determining eligibility when certain criteria are met; this exception does not apply to studies subject to the Pre-2018 Common Rule Requirements and/or studies regulated by the U.S. Food and Drug Administration (FDA).* | | | | | | | |
| **11B1.** | Please explain your selection(s). | | | | | | | |
|  |  | | | | | | | |
| **12.** | **Consent Process.** | | | | | | | |
| **12A.** | If the study involves adults, consent will be obtained from (select appropriate option(s)): | | | | | Not Applicable | | |
| All subjects  Some subjects  No subjects (consent will not be obtained) | | | | | | | |
|  | *CLICK IRB: Upload the consent document, script, etc. (including translations) to the Consent Forms and Recruitment Materials SmartForm page, Question 1.* | | | | | | | |
| **12B.** | If the study involves children, parental permission will be obtained from (select appropriate option(s)): | | | | | Not Applicable | | |
| Both parents or guardians (unless one parent is deceased, unknown, incompetent, or not reasonably available, or when only one parent has legal responsibility for the care and custody of the child)  One parent or guardian  Will not be obtained | | | | | | | |
|  | *CLICK IRB: Upload the parental permission forms to the Consent Forms and Recruitment Materials SmartForm page, Question 1.* | | | | | | | |
| **12C.** | If the study involves children, child assent will be obtained from (select appropriate option): | | | | | Not Applicable | | |
| All children  Some children  Will not be obtained | | | | | | | |
|  | *CLICK IRB: Upload the child assent form to the Consent Forms and Recruitment Materials SmartForm page, Question 1.* | | | | | | | |
| **12D.** | Describe the consent process, including an explanation of your selection(s) above. If the study involves screening activities, please describe whether consent will be obtained and if consent will not be obtained, explain how the screening data will be used. If only some subjects will provide consent, explain who will or will not provide consent. If only some children will provide assent, explain which children will and will not provide assent. | | | | | | | |
|  | | | | | | | |
| **12E.** | If consent will not be obtained, explain why. Describe why the research could not be practicably carried out if consent was required. If the research involves identifiable private information or identifiable biospecimens, describe why the research could not practicably be carried out without using such information or biospecimens in an identifiable format. | | | | | | | Not Applicable |
|  |  | | | | | | | |
| **12F.** | If your study involves use of a consent form, complete i, ii, and iii. | | | | | | | Not Applicable |
| **12Fi.** | Select the appropriate option(s) below for the documentation of consent.  Will use a written consent document signed by subjects  Will use a short form written consent document signed by subjects  Will not obtain a signed consent document for some subjects  Will not obtain a signed consent document for all subjects | | | | | | | |
| **12Fii.** | Describe when and how the subject will receive a copy of the consent form. | | | | | | | |
|  |  | | | | | | | |
| **12Fiii.** | If subjects will not be signing the consent document, please explain why. If some subjects will not sign the consent document, explain who will and will not sign the consent. | | | | | | | Not Applicable |
|  |  | | | | | | | |
| **12G.** | If the study involves cognitively impaired adults, explain the process to determine whether a subject is capable of consent, use of any legally authorized representative(s), and any assent process. | | | | | | | Not Applicable |
|  |  | | | | | | | |
|  | *CLICK IRB: Upload any assessment tools to the Supporting Documents SmartForm page.* | | | | | | | |
| **13.** | **Coercion or Undue Influence.** | | | | | | | |
| **13A.** | If some or all of the subjects are likely to be vulnerable to coercion or undue influence, such as children, prisoners, pregnant women, mentally disabled persons, individuals with impaired decision-making capacity, or economically or educationally disadvantaged persons, describe additional safeguards that have been included in the study. | | | | | | | Not Applicable |
|  |  | | | | | | | |
| **13B.** | If you or your study team are associated with the subjects (e.g. your students, employees, colleagues, patients), explain the nature of any association and measures taken to protect subjects’ rights, including safeguards against any coercion or undue influence (e.g. pressure a subject might feel to participate based on the association). | | | | | | | Not Applicable |
|  |  | | | | | | | |
| **14.** | **Privacy.** | | | | | | |  |
| How will subjects’ privacy be protected? Consider the number of individuals interacting with the subject or subject’s records, location of consent process and study, presence of individuals not associated with the study, sensitivity of the research. | | | | | | | |
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| **15.** | **Withdrawal of Subjects.** | | | | | | | Not Applicable |
| If there are any anticipated circumstances where the researcher will withdraw subjects from the study regardless of the subject’s wishes, describe the circumstances and the procedures when subjects are withdrawn from the study. | | | | | | |  |
|  |  | | | | | | | |
| **16.** | **Monitoring Plan to Assess Data to Ensure Safety of Subjects.** | | | | | | |  |
| **16A.** | Is there a monitoring plan to periodically assess the data to ensure the safety of subjects or to ensure negative outcomes do not occur? | | | | | | | No  Yes |
| Explain your answer. If you answered Yes, describe the monitoring plan. | | | | | | |  |
|  | | | | | | | |
|  | *CLICK IRB: Upload any data safety monitoring plans to the Supporting Documents SmartForm pages.* | | | | | | | |
| **16B.** | If there is a data safety monitoring committee or board, describe the composition and frequency of meetings. | | | | | | | Not Applicable |
|  | | | | | | | |
| **17.** | **Results and Data Sharing.** | | | | | | |  |
| **17A.** | Could this research generate any results that could be clinically relevant, including individual research results, or general, or aggregate research findings? | | | | | | | |
|  | No  Yes, clinically relevant individual research results  Yes, clinically relevant general or aggregate research findings | | | | | | | |
| **17A1.** | If yes, explain what clinically relevant research results will be generated, whether they will be disclosed to subjects or others (e.g. subject’s primary care physician), and if so, under what conditions. Address individual research results and/or general or aggregate research findings, as appropriate. *This also needs to be explained in the consent document.* | | | | | | | |
|  |  | | | | | | | |
| **17B.** | For other research results, select all that apply: | | | Not Applicable | | | | |
| Overall study results will be shared directly with subjects  Individual results or incidental findings of individual subjects will be shared with subjects or others  Data will be submitted to a repository or database as part of data sharing agreement (e.g. genomic data sharing) | | | | | | | |
| **17B1.** | Explain your selection(s), including how the data or results will be shared and with who (e.g. subject’s primary care physician, data repository). | | | | | | | |
|  |  | | | | | | | |
| **18.** | **Local Context and Multi-Site Study.** | | | | | | | |
| **18A.** | Describe the locations of where the study team will obtain information or biospecimens through intervention or interaction with the subject or obtain the subjects’ private identifiable information. | | | | | | | |
|  | | | | | | | |
| **18B.** | If the study will engage employees or agents of non-MSU organizations (e.g. performance sites), explain how the employees or agents will be engaged (e.g. will they perform research procedures, will they obtain informed consent from subjects). | | | | | | | Not Applicable |
|  | | | | | | | |
| **18C.** | If the study involves multiple performance sites, describe the methods for communicating with engaged sites related to the protection of human subjects (e.g. any potential unanticipated problems that may involve risks to subjects others). | | | | | | | Not Applicable |
|  | | | | | | | |
| **18D.** | If there are any cultural or local contexts or requirements that may impact the protection of human subjects or present additional risks to subjects that have not otherwise been described, please describe. If research is conducted outside the state of Michigan, this could include additional state or international requirements or laws. | | | | | | | Not Applicable |
|  | | | | | | | |
| **18E.** | If translations to a language other than English will be provided to subjects, describe the translation process. | | | | | | | Not Applicable |
|  | | | | | | | |
|  | *CLICK IRB: Upload translated documents to the appropriate SmartForm page(s).* | | | | | | | |
| **19.** | **Resources and Financial Compensation and Costs.** | | | | | | | |
| **19A.** | If someone will receive a payment for recruiting the subjects, explain the amount of payment, who pays it, who receives it, and why they are being paid. | | | | | | | Not Applicable |
|  | | | | | | | |
| **19B.** | If subjects will incur additional financial costs as a result of their participation in this study, explain the additional costs. | | | | | | | Not Applicable |
|  | | | | | | | |
| **19C.** | Describe any resources not otherwise described elsewhere in the submission (e.g. internal funding) for the protection of human subjects. | | | | | | | Not Applicable |
|  | | | | | | | |
|  | *CLICK IRB: Upload any funding materials not accessible in Kuali Coeus in the Supporting Documents SmartForm page*. | | | | | | | |
| **19D.** | If subject’s biospecimens (even if identifiers are removed) may be used for commercial profit, describe whether the subject will or will not share in the commercial profit. *This also needs to be explained in the consent document.* | | | | | | Not Applicable | |
|  |  | | | | | | | |
| **20.** | **Information and/or Biospecimen(s) Management and Confidentiality.** | | | | | | | |
| **20A.** | Select the appropriate option: | | | | | | | |
| Identifying or coded information will not be stored with the information and/or biospecimen(s)  Identifying or coded information will be stored with the information and/or biospecimen(s) | | | | | | | |
| **20B.** | Please explain your selection. If you are storing identifying or coded information with the information and/or biospecimen(s), explain why identifiable or coded information and/or biospecimen(s) needs to be maintained and how long it will be necessary to maintain it. | | | | | | | |
|  | | | | | | | |
| **20C.** | Describe the procedures and safeguards you will use to secure the information and/or biospecimen(s), including during transport of information and/or biospecimen(s). | | | | | | | |
|  | | | | | | | |
| **21.** | **Drug and/or Device Storage, Handling, and Administration.** | | | | | | | Not Applicable |
|  | Describe the procedure and plan for storage, handling, and administration of the drug and/or device so that they will be used only on enrolled subjects and be used only by authorized study personnel. | | | | | | | |
|  | | | | | | | |
| **22.** | **Future Research.** | | | | | | |  |
|  | If the research involves the collection of identifiable private information or identifiable biospecimens, select the appropriate option: | | | | | | | Not Applicable |
|  | The subject’s information or biospecimens, even if identifiers are removed, could be used for future research studies or distributed to another investigator for future research studies  The subject’s information or biospecimens, even if identifiers are removed, will NOT be used or distributed for future research studies | | | | | | | |
|  | *Please be sure to carefully consider the appropriate option, as this needs to be explained in the informed consent and can limit what is done or used for future research.* | | | | | | | |
| **23.** | **MSU Additional Information.** | | | | | | | Not Applicable |
| Identify if your study involves any of the following: (check all that apply) | | | | | | | |
| Use of human stem cells  Research with biospecimens will (if known) or might include whole genome sequencing (i.e., sequencing of a human germline or somatic specimen with the intent to generate the genome or exome sequence of that specimen). *If so, this needs to be explained in the consent document.* | | | | | | | |
|  |  | | | | | | | |
|  | **Other Click IRB Document Uploads As Appropriate**  **(Applicable to Expedited or Full Board Studies)** | | | | | | | |
|  | * *Upload list of external study team members (non-MSU individuals) to the Study Team Members SmartForm page, Question 2.* * *Upload other institution(s) approval letter(s), if submitted to other IRB(s) or ethics committees, to the Supporting Documents SmartForm page.* * *Upload FDA communications, package inserts, FDA form 1572, or other information related to drugs or devices to the appropriate Drug or Device SmartForm pages.* * *Upload the HRP-540 - Template - ICH-GCP - For Investigator to the MSU Additional Study Information SmartForm page.* * *Upload HRP-541 - Template - Involvement of Prisoners in a Research Project to the MSU Additional Study Information SmartForm page.* * *Upload the investigator brochure to the Supporting Documents SmartForm page* * *Upload the MRI Screening Form – Women to the Supporting Documents SmartForm page.* * *Upload the translation of instrument(s) provided to non-English speaking subjects to the Supporting Documents SmartForm page.* * *Upload the curriculum vitae(s) when research is more than minimum risk to the Supporting Documents SmartForm page.* * *Upload case report forms to the Supporting Documents SmartForm page.* * *Upload the Non-MSU Employee Conflict of Interest Disclosure Form to the Supporting Documents SmartForm page.* * *Upload any other pertinent documents related to the proposed research study to the Supporting Documents SmartForm page* | | | | | | | |