**Guide to the PHS**

**Research Proposal**

**\*APA FORMAT\***

Page 1

* The title sheet
* Features a checklist to insure that the IRB has been completed
* Reminder to print sufficient copies of the IRB, consent forms, and survey mechanisms
* Review competition guidelines and rules

Page 2

* Name of project
* Your info (name & contact) and that of your mentor

Page 3

* Study Rationale
  + Basically a shortened ROL
  + Briefly talk about prior research
  + Include your bibliography as references on which your work is being based
* Methods:
  + Attach your survey and sample questions
  + Explain what participants should do (Ex: Participants will fill out a 10 minute survey)
* Performance Site Information:
  + What will you do with the data? (Will you organize it by hand? Will you type it into Excel and work there? Does the online survey software have easy ways to export data?)

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* Enter the desired number of participants to have (more is better!!!)
  + Maybe you did a power study beforehand
  + Always try to maximize the amount of data collected (it will help finding significance)
  + Explain why you want to study this population parameter (group of people)
* Explain how you will get people to participate in your study (bring examples)
  + If you plan on spreading the word on Facebook, write a “post” that you might use in the future that explains your survey and your research goals
  + Or if you plan on hanging flyers, bring a copy of one to your meeting
* Detail all potential risks to participants
  + Although they may not be strong, don’t neglect to measure any possible thoughts that may occur in participants’ minds after doing your study
  + How will you minimize risks? (if psychological effects are possible, you could refer participants to the school social worker if necessary)

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* Explain the benefits of your study to participants (Is there a reward or incentive?)
* And benefits to society? (basically, your research objective)
* Bring copies of consent forms

You’ve made your IRB! Have a meeting ASAP and begin collecting data!

IRB # (Ask Ms. Rinaldo) Date Submitted:

PAWLING HIGH SCHOOL

INSTITUTIONAL REVIEW BOARD

APPLICATION

I (we) are requesting IRB Review

I (we) have included the following:

10 copies of this application

All questions on this application have been answered

The application has been signed by the investigator(s) and the faculty advisor

All IRB forms from the competition websites have been completed and are attached to this

application

Copies of all recruitment tools

Copies of other documents required

I (we) certify that I (we) have reviewed the following documents:

Competition rules @ [www.societyforscience.org/sts/entrybk.pdf](http://www.societyforscience.org/sts/entrybk.pdf)

<http://sciserv.org/isef/about/rules_regulations.asp>

[www.siemens-foundation.org/en/competition.htm](http://www.siemens-foundation.org/en/competition.htm)

The Belmont Report @ <http://www.hhs.gov/ohrp/humansubjects/guidance/belmont.html>

Please read and carefully answer all questions. Incomplete forms will be returned for additional information.

1. **Protocol Information**

**Title of Protocol:**

**Submitted by:**

Mentor Information:

Last Name: First Name:

Institutional Affiliation:

Address:

Tel:

Email:

Mentor Information:

Last Name: First Name:

Institutional Affiliation:

Address:

Tel:

Email:

If more than one study is involved, please give contact information for other students:

1. **Study Rationale**

Describe the background information, specific aims, hypothesis or research question, and a critical evaluation of existing knowledge (relevant literature) about the research topic. A bibliography should be included for review by the IRB. The IRB needs to understand how this study adds to the knowledge on this topic in order to be able to judge the risks and benefits to the research participants.

1. **Methods**

Attach a copy of your methods describing what participants will be required to do, explaining any technical terms or procedures. Included copies of survey instruments or sample research questions as appendices.

1. **Performance Site Information**

Describe how you will have adequate facilities to conduct your study:

Describe the plans to manage information obtained:

1. **Characteristics of Participants**

Approximate number of participants to be recruited

Gender: M: F: Total:

Age Range:

Please explain the rationale for using this particular group(s):

1. **Recruitment of Participants**

Describe in detail how participants will be identified and recruited. If you plan to use flyers, emails, posters, letters, etc. please provide examples.

1. **Risk of Participants**

Describe in detail any possible physical, psychological, political, legal, economic, or other risks to the participants. Risk may be minimal but never totally absent. (Do NOT say “no risk”.)

Describe what procedures will be used to minimize each risk you have stated above.

1. **Benefits**

Describe the benefits to the participants

Describe the benefits to society at large

Explain how the benefits outweigh the risks involved.

1. **Informed Consent Procedures**

Provide final copies of all consent documents.

**Signatures**

Researcher: Date:

Mentor: Date:

Provide a copy of this completed application and all attached documents to your SR teacher **and** mentor