



**1) SUMMARY OF THE PROPOSED PROJECT:** Provide a brief summary of the project (100 words). This summary should state the research objectives, the purpose of pursuing these objectives, and the context in which the work is to be done (e.g. name where the work will take place, the disciplines or interdisciplinary fields that will inform the work).

**2) RESEARCH QUESTION:** In a single sentence, state the central research question of your proposed project and list any sub-questions.

**3) BACKGROUND FOR THE PROJECT:** Summarize (250 words) existing scholarship that provides context for the proposed research, and that supports the expectation of obtaining useful results that would contribute to this field without undue risk to human subjects. Note: Include appropriate citations to relevant scholarship or attach a copy of a literature review.

**4) RESEARCHER'S RELEVANT BACKGROUND:** Summarize relevant research training, research experiences, and other relevant experiences that prepare you to conduct the proposed research (e.g., research projects you have worked on with other researchers, courses, internships, volunteer work, language proficiencies, and employment experience).

**5) METHODS:** Describe in detail the research procedures to be used and the research parameters.

**a) Participant Recruitment and Data Collection:**

**Participant Recruitment and Timeline:**

Who will you be researching? What is the timeline of the research study? How, when, and where will you be recruiting participants? (Attach any flyers, letters, announcements, etc. that will be used to recruit participants.)

What is the anticipated number of participants to be included in the project and why? List specific eligibility requirements for participants, including criteria that would exclude otherwise acceptable participants. For example, if your study uses only male or female participants, explain why.

**Data collection:**

In what kinds of contexts will you be interacting with the people you are researching?  
What will participants be asked to do and why?

How and where will you obtain/collect data? What type of data will you collect? For instance, written artifacts, existing public data (e.g., websites, blogs), interviews, oral narratives, field notes and memos, video recordings of participants, survey data, and so on. It's common for projects to rely on multiple types of data so explain how the different data will be used.

If you will be interviewing people, explain in what kind of context (e.g., specify public or private settings such as homes, schools, restaurants, individually or in focus groups). If you will be conducting surveys, please attach a copy of the survey. If you will be conducting interviews, please include examples of the kinds of questions you plan to ask.

**b) Role of Researcher:**

If you will be observing participants, explain in what context you will be observing them. If you will be participating in activities with them, explain what kind of activities and the extent and rationale for your participation. In other words, what is your role in this research project?

**c) Data Analysis:**

Which method will you use to process and analyze the data? For instance, interviews are transcribed and analyzed using various quantitative or qualitative methods. If you have collected data through surveys, how will the data be analyzed? How will the data be presented (e.g., charts, visuals, excerpts from transcripts, etc.)? Some projects use programming software to run analyses, whereas other methods rely on discourse analysis.

**d) Relationships**

Is there any formal relationship between the researcher and participant(s) that might lead to the perception of coercion (e.g., teacher/student, employer/employee, parent/child, etc.)? If so, please explain how you will address this.

**e) Vulnerable Populations**

Does your research focus specifically on any of the following “vulnerable populations”? If so, please indicate below:

Minors (under age 18 – specify the age range) (Note: Participants under age 18 require the participant’s assent and written consent from a parent or legal guardian.)

Prisoners

Pregnant Women & Fetuses

Individuals with Impaired Decision-Making Capacity

College of the Atlantic Students or Employees as Research Subjects

Institutionalized individuals

Economically or Educationally Disadvantaged Persons

HIV-positive individuals

Non or Limited English Speaking Persons

People living outside the US

Other, please specify: \_\_\_\_\_

Note: this is a partial list. Please consult with your project director if you are unsure if your proposed research involves “vulnerable populations.” If vulnerable populations are to be the primary participants in this research project, please state the justification for their inclusion.

## **f) Sensitive Topics**

Will your research involve asking people about sensitive topics? If so, please indicate below.

Sexual orientation, incest, rape, sexual molestation, deviant sexual behavior, or attitudes regarding sexual conduct (pedophilia, bestiality, etc.), practices of contraception, abortion, and/or pregnancy

Substance use and/or abuse (including but not limited to: alcohol, marijuana, steroids, amphetamines, narcotics, and any prescription medication legally or illegally obtained)

Illegal or taboo behavior

Questions about mental health (e.g., suicide, depression, obsessive compulsive behaviors like smoking, gambling, etc.)

Traumatic experiences of an individual, including war or combat experiences of veterans.

Other, please specify: \_\_\_\_\_

## **6) RISK**

### **a) Risk to Participants:**

In any study, participants can experience some degree of discomfort, such as stress, anxiety, and concern about failure. In high-risk projects, topics can be triggering. What will you do to minimize the possibility that this will occur, and how will you address or reduce it if it does occur? What other risks to your research subjects might your project present? Please name possible risks to participants that your research might involve, and explain how you anticipate addressing such risks.

### **b) Risk to Researcher and Researcher Reflexivity:**

Research can be emotionally and mentally taxing. In some cases, research can pose physical risks to the researcher as well. What might be some risks that you, as the researcher, might experience? How will you limit or mitigate these risks? How might your own past experiences impact your role as a researcher?

No researcher is entirely objective or impartial as we orient to research based on our training, education, and life experiences. Being aware of and acknowledging your bias and what you bring to a research study is important. What biases are you bringing to your research and how might they inform your project?

### **c) Confidentiality and Anonymity**

How will you maintain confidentiality or anonymity (whichever is appropriate)? Include a description of how data will be handled and stored to ensure confidentiality or anonymity. For instance, who will have access to this data and how long will it be stored?

## **7) INFORMED CONSENT**

### **a) Informed Consent Process**

How will you obtain informed consent? How and where will the consent process take place? How will it be structured to enhance independent and thoughtful decision-making? What steps will be taken to avoid coercion or undue influence?

**b) Non-Disclosure**

Will any information about the research purpose and design be withheld from potential or participating subjects? If so, please justify this decision and describe plans for post-study debriefing. Note: Any non-disclosure must be approved by the ERRB and may not exclude information that a reasonable person would want to know in deciding whether to participate in the research. In addition, the alteration in the consent procedure must be approvable under 45 CFR 46.116(d): (1) the research involves no more than minimal risk to the subjects; (2) the waiver or alteration will not adversely affect the rights and welfare of the subjects; (3) the research could not practicably be carried out without the waiver or alternation; and 4) whenever appropriate, the subjects will be provided with additional pertinent information after participation.

**c) Termination of Participation**

How will participants' rights to terminate or refuse participation be ensured?

**8) ADDITIONAL ATTACHMENTS**

- a) Include appropriate citations to relevant scholarship or attach a copy of a literature review.
- b) Attach any flyers, letters, announcements, etc. that will be used to recruit participants.
- c) Attach a copy of the surveys and interview questions that you plan to ask.
- d) Attach a copy of your Informed Consent form (note that the consent form might have different language depending on the role of the participants)