**Tip**: To use this template, replace the information in red font with your own content. When finished, remove these tips and ensure all font is black.

**Disclaimer**: This template will guide and help you to format the research summary. However, because each research study is unique, the use of this template does not guarantee approval of your research proposal.

**IRB Research Summary**

1. **Purpose/Significance**

Briefly describe your proposed study, including the purpose and research questions for a dissertation. Briefly describe the purpose and over-arching study question(s) and/or project intent for an applied doctoral project.

1. **Methodology/Proposed Project Approach**

For a dissertation, describe the research design and procedures to be used. For an applied doctoral project, describe the proposed project approach. Describe the population to be studied (including sample size), explain how the population will be approached, and detail clearly what the participants will experience.

1. **Risks/Benefits**

This is the most important section of the Research Summary. In every study there is some level of risk, though the level may not be any different from the risks of everyday life. Describe all potential risks (physical, mental, emotional, and legal) to the participants. Describe all benefits to the participants, whether direct or indirect. Describe how the risks do not exceed the anticipated benefits. Do not over-emphasize the potential benefits to participation; often there are no benefits for the participants other than the satisfaction of helping a student complete his or her culminating research project.

1. **Participant Recruitment**

Describe in detail how participants will be recruited, selected, and, if part of the design, placed into groups.

1. **Individual Informed Consent**

Describe in detail how informed consent will be obtained from each participant or the participant’s legally authorized representative.

1. **Informed Consent Document**

Include an informed consent document with your submission.

1. **Data Monitoring**

Describe the procedures to be implemented to procure, secure, and protect your data.

1. **Privacy and Confidentiality**

Describe the procedures used to ensure the participants’ privacy and maintain the confidentiality of the data. Describe whether participants will be identifiable in the data, who will have access to the data (the IRB should be one of the entities), and how access will be limited. Describe how confidentiality and anonymity (if obtained in the study) will be protected in reporting, whether in the research report or subsequent papers or presentations. Identify how data and consent forms will be stored prior to destruction. Per the American Psychological Association (APA) recommendation, data should be stored for a minimum of 5 years following completion of the study.

1. **Protection of Participants’ Rights**

If the research involves any vulnerable participants (i.e., children, prisoners, pregnant women, mentally disabled persons, or economically or educationally disadvantaged persons), or involves the use of concealment or deception, describe the additional safeguards that have been included in the study to protect the rights and welfare of these participants.

**Tip**: For more details regarding what to include in each of these sections, review Appendix E in the [IRB Handbook](http://wac.6fdc.edgecastcdn.net/006FDC/UOR/PDF/IRB_Handbook_2014_2015__BN41814_FINAL.pdf).

References

Include a reference list formatted in APA style for any sources cited in your summary.

**Tip**: Include any additional items, including copies of proposed communications with potential participants, the Informed Consent document, any specific tools (i.e. surveys, assessments, questionnaires, interview guides, etc.) that will be used in the study, and specific permission forms, each in its own separate document.