

IRB Questions for Submitting to the Committee

Please complete the following questions reference your submission to the IRB review board.

- I. Please provide a one-to-two-page summary of the proposed research project.
- II. Please provide answers to the following items. Indicate “None” or “Not Applicable” as appropriate.
 1. Explain why you are interested in using Dallas Theological Seminary as the basis for your research.
 2. Indicate what resources (facilities, technical assistance, etc.) you will need.
 3. During the study, how will it be made clear that Dallas Theological Seminary’s involvement does not imply endorsement of the project?
 4. Describe any existing Dallas Theological Seminary data to which you will need access.
 5. Describe how you will maintain confidentiality of any individually identifiable data to which you have access.
 6. Describe what you will do with any individually identifiable data after your research is complete.
 7. Describe any benefits expected to be gained from this project.
 8. How do you intend to disseminate the results of the research?
 9. Will Dallas Theological Seminary or any of its employees be identifiable during the process of dissemination of the research results?

If your research will involve human subjects, please answer the following:

10. Describe how the subjects will be selected. Include a rationale for any special categories.
11. If appropriate, describe the characteristics of the sample population including the same size, ethnic background, sex, age, state of health. Include criteria for inclusion or exclusion of subjects and how the subjects will be identified/selected.
12. Identify any risks to which the subjects may be exposed. Include a description of all safeguards to counter these risks.
13. Provide copies of any survey instruments, including questions that may be asked as part of an interview process. (A copy of these questions as approved by the Researcher’s home institution must be included as part of this application.)
14. If interviews are to be conducted on campus, where will those interviews be conducted?

15. How will the subjects be informed of the risks to which they will be subjected?
16. How will informed consent be obtained? (A copy of this form as approved by the Researcher's home institutional human subjects committee must be included as part of this application.)
17. In which office (Liaison's name, campus, and room number) will the Informed Consent forms be kept? (Must be on campus in a secured location.)
18. If deception is involved, explain why it is necessary and how subjects will be briefed.
19. Describe any form of compensation (monetary, course credit) that subjects may receive. If students are to receive course credit, explain what opportunities student who chose not to participate will have.
20. If the subject's student or personnel files will be accessed, how will permission be obtained and who will gather this information?
21. If tests are to be administered, will subjects be informed of their individual results?
22. Describe any ways in which subjects could be at risk of criminal or civil liability, damage to employability or to financial standing, or undue embarrassment if responses became known.
23. Does the research deal with any sensitive aspects of subject's behavior, such as illegal conduct, drug use, sexual behavior, or alcohol use?
24. If the subjects will be audio or video taped, what special measures to maintain confidentiality will be taken?
25. Will all subjects be free to withdraw at any time without penalty?