**TIPS FOR SUBMITTING HONORS COLLEGE IRB PAPERWORK FOR *APPROVAL***

**Please do not make changes to the NOI and IRB templates provided- simply add the correct information for your Principal Investigator and your research project. Do not save these documents as PDFs- please return them to our office via email as Word documents \*If the Honors College IRB Review Board makes minor suggestions, we will complete them for you, and obtain your approval in order to expedite the process.**

**Notice of Intent to Research**

1. **Project Title**:

Be aware the audience for this document: our Campus President and VPI, followed by the IRB Review Board, primarily comprised of administrators and faculty. \**Consider your title carefully- it should be objective in nature- research does not seek to “prove” something- rather to explore, investigate…. If it is a sensitive topic, please be thoughtful selecting appropriate wording. These are public documents.*

1. **Principal Investigator**:

The professor is the PI, therefore all information provided in this section of the NOI should relate to the professor, not the student. (Connection to LSCS, email address)

1. **Brief Overview of Research**:

This section should begin with a sentence that explains the purpose of the investigation. GRAMMAR AND SPELLING ARE KEY – the paperwork will be denied if this section is not well written, clearly stating the purpose of the research, and briefly describing the research method (a review of primary and secondary sources on the topic, a literature review, interviews, surveys). How *Survey or Interview* *Participants are selected must be clearly stated (ex.: convenience sampling or purposive sampling; the location should be clearly stated: on campus, in the community, online, in person etc.*

1. **Research Location** should be clearly stated.
2. **Signature:** The signature of the instructor (PI) is required.

***The “Project Title” and “Brief Overview of Research and Collection Methods” provided on the NOI should be replicated (exactly- word-for-word) in the IRB application.***

**IRB Application**

1. **Project Title:** This title should mirror the title provided on the NOI.
2. **Principal Investigator:** Same as NOI, with the addition of the PI’s campus phone number.
3. **Project Type:** LSC Honors Project (do not change the template!)
4. **Student Investigator:** Provide student name, email, phone #
5. **Project Description:** The yes/no boxes are checked in the template provided- DO NOT CHANGE
6. **Please answer all questions below:**

#1: This answer should be identical to the “Brief Overview” section of your NOI.

#2: Clearly state who the subjects are and how they will be selected (Ex.: “The subjects are students on the LSC-CyFair campus who will be selected through purposive sampling.”

#3: This box is filled in the template- simply add the name of the PI and the student researcher.

#4: This box is filled in the template- do not change, with the exception of replacing the word “survey” with “interview” if appropriate.

#5: Template should not be changed.

#6: Template should not be changed.

#7: This box should include a statement that speaks to the general benefits to the community that result from your research. **Do not** overstate the merits or use biased wording (“my research will *show the devastation …*remember- you have not conducted the research yet- how can you know what it will show or reveal.?) Simply state that the likely benefit of the research is to add to the current base of knowledge regarding your topic, with potential long-term benefits to the community.

#8: The template should not be changed- simply follow the directions and add the names of the PI and student researcher (remove or replace anything in red ink).

**Informed Consent Template**

\*Please do not make any changes to the formatting- simply complete the form with the appropriate information with regards to your specific project.

**Survey**

It is important that you take some time to create a valid survey. I am forwarding a “Guide to Designing and Implementing Surveys” which provides you with suggestions on best practices in writing appropriate survey questions (see pages 6-12).

\*The survey should include only the title of your research project- no other identifying information should be visible.

**Interview Questions**

Again, it is important that you take time to write valid questions. Interview questions should be open ended, allowing the subject to provide an extended response. \*Be sensitive to your audience- you should not be encouraging responses that may cause harm to the subject in any way.

***\*It is the responsibility of the Honors student to complete the required paperwork in a timely fashion. It is the responsibility of the instructor/mentor to review all NOI/IRB paperwork BEFORE submitting it to the Honors College office.***