**Project Title**:

1. **Name of Principal Investigator (PI)**

Email:       @shu.edu **or**        @student.shu.edu Phone Number:

Primary/preferred mailing address:

1. **Academic Degree(s) of PI**:

**List any applicable certifications, licenses and credentials**:

1. **Name of PI’s academic department:**
2. **The PI is a**: [ ]  Faculty [ ]  Doctoral Student [ ] Graduate Student
3. **The study is**: [ ]  Master’s Thesis [ ]  Doctoral Dissertation [ ]  Faculty Research [ ]  Other Research
4. **If the PI is a doctoral/graduate student, list the name of the primary faculty mentor**:

 Name:       Department:       Email:       Office Phone:

 *Note: This faculty member will be copied on all official correspondence from the Seton Hall University*

*Institutional Review Board*

1. **Is/Are there Co-PI (s)?**

 Yes [ ]  No [ ]

If yes, please list:  Name:       Department:

1. **Is this study funded? If so, by whom:**

 [ ]  This study is not funded.

 [ ]  Private Nonprofit, please specify:

 [ ]  An Industry Sponsor, please specify:

 [ ]  State or Local Government Entity, please specify:

 [ ]  Federal Agency, please specify:

 [ ]  A Seton Hall University program/initiative, please specify:

**List the PI and study personnel who will be assisting in the performance of the research.**

|  |  |  |  |
| --- | --- | --- | --- |
| Study Team Members  | Degree(s) and credential(s) | Project Role (Co-Inv., Research Coordinator, Research Assistant, Student Researcher, Faculty Member, Dissertation/Thesis Advisor/Committee Member)  | Date of Latest CITI Training (mm/yy) |
| **PI**:        |        |  **PI**  |         |
|         |        |         |         |
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|         |        |         |         |
|         |        |         |         |

**Financial Conflict of Interest (COI) disclosures**

*Note: Each person listed in the table above must complete and submit a financial conflict of interest form and be summarized below*.

|  |  |
| --- | --- |
| Study Team Members  | Does the member possess a financial conflict of interest as outlined in the associated documents with the proposed work to be performed?  |
| **PI**:        | [ ]  Yes | [ ]  No |
|         | [ ]  Yes | [ ]  No |
|         | [ ]  Yes | [ ]  No |
|         | [ ]  Yes | [ ]  No |
|         | [ ]  Yes | [ ]  No |

**Project Overview**

1. **Does this study use:**

[ ]  Publicly/Privately Available Dataset/Repository

-If selected, does the owner/custodian of the dataset have any rules, requirements, or restrictions that would otherwise impede/impact your ability to conduct the study as proposed? *Note: Some datasets may have restrictions against using the information for de novo research studies that fulfill a degree requirement. Be sure to review any terms of use or speak to an appropriate representative before submitting this application.*  Yes [ ]  No [ ]

-If yes, please describe:

-List the name of the owner/custodian of the dataset/repository:        URL:

[ ]  Products/contents from the delivery or performance of a previously completed educational course

-At the time of course completion, were the individuals who submitted the materials made aware that these materials might be used in the future for research purposes? Yes [ ]  No [ ]

-If no, please describe how the data will be anonymized for the purpose of this study to ensure that the material cannot be linked back to the individual.

1. **Provide a brief description of the data that will be used for the analysis.**

1. **What are the research questions/aims?**

1. **Using no more than 250 words, provide a brief abstract about the study in non-technical terms including the study rationale and purpose.**

1. **How do you anticipate the study results to be used?** *(Check all that can conceivably apply)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Petersheim Academic Exposition | [ ]  | Scientific conference  | [ ]  | Manuscript submission to a peer-reviewed journal  |
| [ ]  | Dr. George Perez Research Colloquium | [ ]  | Academic conference | [ ]  | Thesis/Dissertation document to be stored in a digital repository |
| [ ]  | On-campus oral defense | [ ]  | Other *(Specify):*       |

1. **Please describe how electronic data (e.g., raw, processes, databases) or paper (e.g., course evaluations, feedback, score sheets, etc.) will be stored. If data are being stored electronically, are they encrypted? If this study is using a public dataset, be sure to confirm that you are in compliant with any of their requirements.**

**Review of Literature**

Using citations from the professional/scientific literature, provide and appropriate review of contemporary knowledge related to your proposal.

Click or tap here to enter text.

**References/Bibliography**

Click or tap here to enter text.

**Seton Hall University Institutional Review Board Submission Checklist**

The following items must be included in the application and appear IN THE FOLLOWING ORDER:

[ ]  A fully completed Application for a “Not Human Subjects Research” form

[ ]  Certificate of completion from CITI training with Seton Hall University as the primary affiliation (cannot be no older than 3 years).

[ ]  Financial Conflict of Interest Form from each member of the study team

[ ]  A fully completed Request for Approval form (scanned document with signatures)

[ ]  If applicable, Approval of “Doctoral Dissertation Proposal” form signed by all members of the dissertation committee

[ ]  A copy of any tables or figures that could not be pasted in the application form can be included as a separate document with appropriate referencing

**Principal Investigator Attestation**

By signing this document, I confirm that all of the required information listed on the submission checklist is complete and included in the submission. I understand there are two options for sending electronic copies of the compiled application packet to the Seton Hall University Institutional Review Board on or before the posted deadline (no late applications will be accepted). These include the use of the Teaching, Learning and Technology Center who will scan the entire document at no charge, or I can create my own PDF file and submit through the Institutional Review Board website. I also understand that I am required to submit a hard-copy of the compiled application packet to the Seton Hall University Institutional Review Board Office within 2 business days of the electronic submission; I can hand deliver a copy, send it through inter-office mail, or the United States Postal Service. I understand that failing to submit the hard copy will result in a delay of its review or the submission of an incomplete file will be returned to me and will have to be resubmitted at the next submission deadline.

Click or tap here to enter text.

Print Name

Signature

Click or tap to enter a date.

Date