Appendix C
Updated May 7, 2023

Western Institute for Endangered Languages
Institutional Review Application for Human Subjects Research

Please clearly indicate your answer. You may circle yes or no or otherwise mark your answer clearly (e.g. deleting the one you do not wish to remain or underlining the yes or no, etc.).

Part I: Does my research need internal review board (IRB) review and approval?

(1) Is your study being conducted with the intent to present or publish for research purposes (e.g. research, thesis publication, dissertation/doctoral project)? yes no

If no, your study does not need Institutional Review Board (IRB) approval. Note that your study may still be subject to laws and regulations outside the purview of an IRB.

(2) If yes, does your research involve human subjects? yes no

If no, your study does not need Institutional Review Board (IRB) approval. Note that your study may still be subject to laws and regulations outside the purview of an IRB.

(3) If yes, does your study collect data through intervention or interaction with participants or use existing data which contains identifiable private information? yes no

If you answered 'yes' to every question, then an IRB application is needed. Prepare necessary documents such as consent forms, assent forms, letters of support, recruitment documents, questionnaires/surveys, and interview prompts/scripts. Submissions are preferred in PDF.

If you have questions or concerns, reach out to the IRB Chair:

Email: timothy.j.p.henry@gmail.com
Phone number: +1 (951) 543-7299

Part II: Training

Before applying for IRB approval, WIELD asks that all applicants complete the HHS-OHRP Human Subjects Protectional Foundational Training: https://www.hhs.gov/ohrp/education-and-outreach/online-education/human-research-protection-training/lesson-1-when-hhs-regulations-apply/index.html . Please sign and date this form indicating when you have completed the training.

_____ _____

Signature Date

Please include the contact information of the PI below:

Name: _____

Address: _____

Phone number: _____

E-mail: _____

Institution (if applicable): _____

Position (if applicable): _____

Start date of research: _____

Is/are there a co-investigator(s)? If so, list their name and institutional affiliation.

Name:

Institution:

Name:

Institution:

Name:

Institution:

Part III: IRB application

The aim of the WIELD IRB is to protect the dignity, rights, and welfare of human participants in research conducted by scholars. In a separate write-up, please compose your IRB approval application. The following questions should be addressed in this application; use the text boxes under each question to refer to the page number where the question/concern is addressed in your application.

For projects which have already been completed, interpret the questions below in the past tense (i.e. 'how was your project funded?,' etc.).

How is your project funded? If funded through a governmental entity, please be specific about which branch and office of the government is funding the research. If project is self-funded, specify 'self.'

What project type is this (research, thesis, dissertation, etc.)?

Where will the research take place (domestic, international)? In what types of locations will data be gathered?

Are other institutions involved in conducting this research?

What is the study hypothesis or goal? Be detailed in your answer.

Describe your research design (observational, experimental, descriptive, etc.) and explain how this design addresses the research goals.

Who will conduct the procedures? If not (only) the PI, other persons should be listed in the initial application as co-investigators.

What are the known risks from the study? Risks should be stated by estimating both magnitude and probability.

How will PI protect against these risks?

What recruitment methods will be used? Attach examples of posters, emails, scripts to be read in person-to-person situations, etc.

What are the benefits to be gained from PI's study? Highlight the important of the knowledge gained or to be gained.

Does your study benefit the participants in your study?

Who will bear the burdens of the research? Burdens may be measured in time, effort, and cost, but note that less tangible burdens may be endured as well.

What measures have been taken to lessen the burdens? Include here discussions of routine compensation for research participants.

What is your target population? Have any groups been excluded from your study? Why? Note that WIELD requires you to work with adults only. Prisoners and those with a mental disability are prevented from being used as participants.

How will you document informed consent? (Signed consent or recorded audio consent are the two primary ways of obtaining consent.)

How will you ensure consent is informed? If consent forms are provided and will primarily be in a language other than English, the forms should be translated before submitting them to the IRB. If the consultant may redact data, the consultant should be informed of this. If your application and project is sponsored by WIELD, you are required to allow consultants to edit the record for 30 days from the day of recording. (If your study is prior/completed, did you allow your consultants time to redact the record?)

Will data be collected so that responses can be identified by persons other than researchers? Would participants responses outside research increase risk of civil/criminal liability or damage to participants financial standing or eligibility? Will research involve collection of sensitive aspects of participants own behavior such as illegal conduct, drug use, sexual behavior, or use of alcohol?

What is the Data Safety Monitoring Plan? If data cannot be collected anonymously, how will confidentiality be maintained? How long will data be retained and how will it be secured?

Have the risks been minimized and are they reasonable in relation to the anticipated benefits of research? If yes, include the student “this protocol contains no foreseeable risks” on this part of the application and the informed consent document(s).

Do any investigators have a conflict of interest in research projects (particularly, conflicts that could affect the welfare of human participants)?

This section for office use:
Date of review: _____
Study number: _____
Assigned to expedited review: _____