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**Expedited and Full Review Template**

1. This form follows the format of the Messiah University AxiomMentor application that will used during the online submission process.
2. This document is designed to serve as a template from which students/faculty may complete working drafts prior to entering the information into the online submission process through AxiomMentor.
3. Axiom Mentor will allow you to cut and paste information into the application.

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| **Project Description** |

**Provide a *brief*description (250 words or less) of the purpose of the study, hypothesis(es) if applicable and research question(s).**

1. Purpose of the study:
2. Hypotheses:
3. Research Question(s):
4. Background: *(Briefly summarize the rationale for the study from your literature review.  Limit your answer to under 750 words)*
5. Please provide references to Background summary.

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| **Participants**: |

1. Anticipated Sample Size: n = ?

[If the sample is composed of groups, provide the anticipated number per group as well.]

1. Inclusion Criteria:
*[List criteria for participation in the study related to your target population; For example: sophomore college students, able to read and write in English]*
2. Exclusion Criteria:

*[List criteria for exclusion from study participation. For example: under age 18 years, certain medical conditions that would confound study results or increase risk.****If certain racial/ethnic groups, or genders will be excluded, the rationale for exclusion must be justified****.]*

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| **Recruitment:**  |

1. Recruitment:
*[Discuss how participants will be recruited to be in the study.]*

Requested Documents: *In this section, following the description of the recruitment, you will be asked to upload any documents that you will use for promoting your study (e-mails, hand-outs, flyers, class recruitment wording/script, etc.)*

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| **Study Procedures** |

1. Study Design:
Please identify the types of study design (check all that apply):
* You will check box(es) that are appropriate for your study!
1. Type of Data: (check all that apply)
* You will check box(es) that are appropriate for your study!
1. Will any study instruments (e.g. surveys, questionnaires, assessment charts, focus group or interview questions, etc...) be used in this study?
* Upload all of the documents you will use in the study!
1. Identify all study instruments to be used in the study and provide citation information (if applicable) or indicate if instrument is researcher developed.  If no study instruments are to be used, please indicate.
2. Please indicate the location(s) of the study.  If study location is not yet determined, please indicate.
3. Please indicate the time line for all parts of the study (e.g. recruitment, study procedures, analysis, etc...).
4. Please provide details of your Study Procedures, including the sequence of events.
5. If there are any materials that will be provided to participants, either before, during, or after the study, or any other materials related to the study, please upload those documents here.

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| **Potential Risks to the Participants** |

1. Please select ALL the potential risks in your study:
* You will check box(es) that are appropriate for your study!
1. Describe the steps that will be taken to minimize risks or harm to protect the welfare of study participants.  [ *Include a description of how you will handle an adverse or unexpected outcome that could potentially be harmful (e.g.: suicidal ideation);* *If any deception, i.e., withholding of complete information, is required for the validity of this research, explain why this is necessary, and attach debriefing statement  - how and when the participants will be told the true purpose of the research and the reason for the deception.*]
2. Describe the steps that will be taken to minimize risks or harm to protect the welfare of study participants.  [ *Include a description of how you will handle an adverse or unexpected outcome that could potentially be harmful (e.g.: suicidal ideation);* *If any deception, i.e., withholding of complete information, is required for the validity of this research, explain why this is necessary, and attach debriefing statement  - how and when the participants will be told the true purpose of the research and the reason for the deception.*]

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| **Potential Benefits to the Subject** |

1. Describe the potential benefits that may be gained by any individual participant, as well as benefits that may accrue to society in general as a result of the planned work. If “none”, state “none”.  **Remuneration/compensation is NOT a benefit**.

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| **Compensation** |

1. Explain whether and/or how participants will be compensated for participation in the study, e.g.: cash, gift certificate, required course credit, extra course credit, etc.  If participation is required for a course, an alternate assignment **for the same point value must be available for those students who choose not to participate.**

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| **Confidentiality** |

1. Check any of the personal identifiers that the research team will collect or have access to:
* You will check box(es) that are appropriate for your study!
* If you check other, there will be a sub-question to fill in below:
1. Will the identity of your study subjects be anonymous? [ *The study subject gives no personal information about himself/herself and should not be asked for specific personal information that would give his/her identify away. Researcher CANNOT link individuals with the data they provided*. If you selected any of the identifiers above, this study is not anonymous.]
* If you select anonymous, you will need to give a detailed description of how the data will be handled to maintain the inability to link ANY identifiers back to the subject:
1. If not anonymous, will the identity of your study subjects be confidential? [ *The study subject will need to provide some personal identifiers – see below-  about himself/herself to whoever is conducting the test, project, or investigation.  This information is NOT to be given to anyone not involved in the project, testing site, or organization.* *Data CAN be linked to a specific individual, but this will not be revealed to anyone outside of the study.*]
* If this study is confidential, how will you ensure confidentiality

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| **Data Management** |

1. What type(s) of data will be collected in your study?
* You will check box(es) that are appropriate for your study! *[If other is selected, a dialog box below the question must be used to describe the unique type of data that you will be collecting.]*
1. If study is confidential, how will data be securely stored to ensure privacy? Please answer for all applicable data types/documentation.
2. Who will have access to data/documentation?
* You will check box(es) that are appropriate for your study! *[If other is selected, a dialog box below the question must be used for you list other individuals who will have access to the data.*
1. Under current Health and Human Services requirements, research records must be maintained for at least three years. Records may be preserved in hard-copy, electronic or other media form, and must be accessible for audit purposes. Records for completed projects should be stored in secure locations on campus with the same care used when the project was active. How long will the data from this study be kept?
* Check the appropriate box! *[Specify time frame if less than or greater than 3 years in the dialog box.]*
1. Destruction of human subject’s research records should be performed in a fashion that protects the confidentiality of the research subjects.  How will data from this study be destroyed?
* You will check box(es) that are appropriate for your study! *[If other is selected, a dialog box below the question must be used to how the data and personal information will be destroyed.*

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| **Dissemination** |

1. How do you plan to disseminate the research?
* You will check box(es) that are appropriate for your study!

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| **Withdraw** |

1. WITHDRAWAL FROM THE STUDY**:** [ Include a statement allowing voluntary withdrawal from the study without prejudice. If remuneration/compensation is provided, discuss whether or not subjects will still receive this if they terminate before completion of the study. If course credit is awarded for study participation, identify if credit will still be given if the study subject withdraws.  Discuss what will happen to the data from subjects who withdraw.]

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| **Financial Conflict of Interest** |

1. Do faculty or students on this project, or their spouses or dependent children, have any significant financial interests that are reasonably related to this research?
* Check the appropriate box! *[If you choose yes, you must explain your specific conflict of interest in the dialog box.]*

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| **Consent Form Information** |

1. What is the numeric Flesch-Kincaid readability score of your primary consent form?
2. If you have additional consent forms, child assent and/or parental consent forms, please list each form here and the numeric Flesch-Kincaid readability score for each.