**HBCSE IRB APPLICATION FORM**

Submit the following details (in simplified language that can be understood by people who are not experts in your specific research area) to review your initial application.

 **1. Abstract:**

Please provide an abstract (< 200 words) to describe the purpose of your research.

Enter your text here

**2. Research participants (subject):**

 **a. Recruitment:**

Please discuss the research participants you propose to include in your study and how you plan to recruit them. If you plan to invite participants by advertising (flyer, email, letter, phone message, etc.) a copy of all invitation/advertisements/permission letters must be uploaded as supporting documents.

Enter your text here

**b) Eligibility Criteria:**

Please outline if there are any inclusion or exclusion criteria in your sample selection (say based on gender, age, disability, religion/caste, or any social or economic criteria etc.).

Enter your text here

**c) Rationale:**

State why the selection was made on the basis or bases given in 2(b).

Enter your text here

**d) Enrollment Numbers:**

State the total number of research participants/subjects you plan to enroll. You can provide an estimate of the maximum number of research participants if you are unsure about the exact number.

Enter your text here

 **3. Procedures:**

Please describe your procedure/method for data collection.

(a) Include details of time, duration and number of visits. If you are collecting data through surveys/activity sheets mention the approximate time required for completing the survey/activity. If you plan to conduct interviews, then mention the number of times research subjects will be requested to participate and approximate time for each interview session. In case you plan to video record any session, details regarding the same including the duration must be stated.

 (b) Include details of location (site) i.e. where the data will be collected.

 (c) Include a copy of survey questions/interview or observation protocol that are part of the data collection.

 (d) Please provide a list of any other data sets or procedures of data collection that are not mentioned above.

 (e) Are there any incentives or compensation being offered for participation in the study? If so, please include the details of the same.

Enter your text here

 **4. Potential benefits**

What are the potential direct benefits to the participants involved in your research study If there are none, please state that there are no direct benefits. It may be noted that incentives and compensation are not considered as benefits.

Enter your text here

**5. Potential risk**

1. What are the potential risks to the participants involved in your research study? If there are known risks, please list them. If not, please state that there are no known risks.
2. If there are known risks involved, explain what potential benefits will accrue to justify (or outweigh) these risks.

Enter your text here

 **6. Confidentiality and anonymity**

Please describe all measures taken to maintain the confidentiality of identifiable information in your study.

1. How will the data be anonymized? In particular, if the data involve video recordings, how will it be dealt with?
2. Who will have access to the stored data at the time of analysis? (Please note that data should be stored securely on a HBCSE server and responsibility for the stored data will be with the faculty member associated with the research. If researcher retains a copy of the data, she/he is responsible to maintain integrity and confidentiality.)
3. Describe how the results disseminated from the research study will take care of confidentiality and anonymity requirements of research participants?

Enter your text here

**6A. If you feel that your data deals with highly sensitive context and may has some indirect identifiers, please indicate that in the following section. Also, state what caution for 6(c) will be taken by the researcher?**

Enter your text here

**7. Data Storage:**

Where will the research data be stored during the period of your research? How long (duration in terms of number of years) the data and audio/video recording will be stored? What happens to the data after this stipulated period?

Enter your text here

**8. Consent process:**

Describe how the research participants will be approached for their consent? How will they be informed about their rights as research participants (For eg. about withdrawal from study). Please attach a copy of the consent form that will be used.

Enter your text here

**9. Research conducted outside the country:**

If the research is conducted in collaboration with any university outside India, please state the details of the collaborator (name, institute/university affiliation, contact details including e-mail and phone number). Also, add a copy of IRB received from the associated institute.

(Please note that any collaborative project with an entity, University, Research institute, Industry, Individual) outside India requires permission from the Centre/TIFR/DAE depending on the nature of the collaboration, funding resource, cross boarder movements of researchers etc. Please ensure that you have received the permissions and necessary paperwork is in place. Please include (copy of or) a link to the associated documents.)

Enter your text here

 **10. Conflict of interest:**

Please state details of conflict of interest of any sorts, if any, as part of your research study.

Enter your text here

**11.** Please list the name of people involved (other than you) in the study. Add the names in individual rows. You may use additional rows as needed. Please include the relevant information for the duration of research study.

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| --- | --- | --- | --- |
| **Name** | **Roll/duties in the project (e.g. data collection, transcript development etc.)** | **Current contact email** | **Internal or external member (in the study duration)** |
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**12. Funding resources:**

State the name and other relevant details of institutes/centers/ government agencies in case you received any funding for your research study from them.

Enter your text here

**13. Applicant’s name and signature:**

**14. Date of IRB application submission (DD/MM/YYYY)**

**15. Name and signature of guide/PI (at HBCSE)**

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**For post-facto approval please complete the following information.**

**16. Reason for “post-facto” approval:**

If the application is made “post-facto”, provide the information about institutional bodies involved in ethical approval (e.g. subject board) prior to the application. State “none” if you haven’t seek for an approval before.

**17. Self-declaration for “post-facto” approval:** Please sign the self-declaration statement below.

“I agree that the information provided above was followed at the time of research. I am aware that the post-facto review for this study is being conducted under special circumstances.

**Applicant’s signature:**