NOTRE DAME UNIVERSITY
LOUAIZE
جامعة سيدة اللويزة
GAUDIUM DE VERITATE

APPENDIX 2: IRB PROTOCOL FORM

Date of Submission:	IRB Form # (supplied by IRB)	Comment (supplied by IRB)
Name of Principal Researcher: Contact Information: (email address and telephone number) Status of Principal Researcher: (Faculty belonging: Student, Faculty member)		
Name of Faculty Adviser overseeing investigation: (in case status is Student) Contact Information: (email address and telephone number)		
Affiliation or Sponsorship Body: (Attach supporting documents)		
Duration of Research and Intended Start Date:		
Review Date: (if needed, IRBC fills this out)		
Research Status Information: (Put a check if it is a new research proposal, a revised proposal due to needed modifications, or a periodic review of ongoing research.)		☐ New ☐ Revision due to modifications ☐ Periodic review report of research updates
Conflict of Interest: In line with NDU and NECHE's understanding of Ethics, please access links: • https://www.ndu.edu.lb/Library/Assets/Files/Documents/Policies/Conflict%20of%20Interest%20Policy.pdf • https://www.neche.org/wp-content/uploads/2018/12/Pp38-Conflict_of_Interest.pdf Complete the sentences to the right…		There is no conflict of interest in the proposed research because I _____ There is no conflict of interest because I am not a member of the funding organization. My relationship to the organization is _____
Title of Research:		
Purpose(s): (One sentence for each purpose)		
Research Question(s):		

Research Hypothesis(es):	
Variables to Study:	
Risk(s): (Note: Harm may be physical, mental, social, or environmental) a. List the risk(s) of the proposed research – such as harm, discomfort, deception, inconveniences expected. b. Justify it (them) to show **why the proposed study is important to study**, nevertheless. c. Identify the level of risk: 1 to 10	
Benefit(s): (Note: Benefits may be added value to…) a. List the benefit(s) of the proposed research – such as solution to social/environmental problems, advance of knowledge, treatment of any kind, etc. b. Justify it (them) to show how the proposed research will benefit significantly when carried out. c. Identify the level of benefit: 1 to 10	
Describe Sampling Technique, Sample, and Size: Note: Sample may be Human, Animal, Environment or Place (If needed - attach sample **consent** permission)	
Ethical Considerations for Sample: a. Describe how there will be no harm in any way (i.e., physically, mentally, or socially) b. Describe how the sample will be asked to give consent and how the consent form will be collected **(Attach consent letter)**	
Describe Tools and How the Tool Will Be Used: a. Identify tools (apparatus/instruments/tests, questionnaire, and/or checklists) b. Describe how tool(s) will be used to collect data (Attach tools)	
Describe Procedure to Contextualize Ethical Consideration: a. Describe the procedure (**in list** form) to show how data is collected from sample b. Who will explain the proposed research to sample to ensure ethical practice and transparency?	

Data Collection and Data Monitoring: a. Will ownership of the data be explained? For example: Will the research sample own its raw data? Will the researcher own the data? Will the researchers own the analysis data, etc. b. Will the research sample know about their right to access their data? c. Will the researcher inform the research sample that he/she will have the right to ask for more information if needed after data collection is initially over? d. Will the research sample know where the data will be stored and how access privacy will be maintained? e. What is the dateline for how long the data will be used or kept? How will the data be destroyed?	
Compensation: If any, what compensation will the sample be expecting?	
Ethics and Circumstances: a. When can the proposed research study be terminated? b. When can a research subject/participant be terminated without regard to the research sample informed consent? c. Describe how the researcher will handle any unexpected and unintended ethical issues.	