

Office of Research and Sponsored Programs Handbook

Last updated August - 04

Table of Contents

Mission of the Office of Research and Sponsored Programs	3
Internal Funding: Math/Science and Cullen Grants.....	4
Overview.....	4
Frequently Asked Questions.....	4
External Funding.....	5
ACU Process for Applying for External Funds	5
Process Matrix	5
Notes on grant submission process.....	7
Indirect Costs	7
Salaries and Benefits.....	8
Banner Queries and Reports	8
Math/Science and Cullen Grants	8
External Grants	9
Numbers to Know.....	9
Post-Award Process	9
Resources	10
Workshops	10
Books	10
Databases	10
Websites.....	11
Other Resources.....	11
Support for Non-funded Research	11
Human Subjects Review	11
Qualitative Research Support	12
Appendix A.....	13
2004-2005 Award recipients.....	13
Cullen Math/Science Recipients.....	13
Appendix B.....	14
Human Subjects Review Information.....	14
ACU Institutional Review Board Policy.....	14
Consent Guidelines.....	19
Index	25

Mission of the Office of Research and Sponsored Programs

The mission of the Office of Research is to promote scholarly activity among the faculty and students of Abilene Christian University, particularly inquiry informed by a Christian perspective.

The Office of Research and Sponsored Programs (ORSP) exists to support a culture of intellectual curiosity and scholarly activity on the ACU campus. The ORSP encourages and supports scholarship by providing **internal** research funding through competitive Math/Science grants and similar Cullen grants designed to help faculty members launch research projects. The ORSP aids both faculty and staff in obtaining **external** funding by subscribing to grant databases and providing technical help with grant applications.

In addition, the ORSP serves as the clearinghouse for **all** academic and student services grant applications, whether or not they relate to research. The office also monitors areas of regulatory compliance through avenues such as convening the Internal Review Board for human subjects research and providing a process for reporting research misconduct.

Internal Funding: Math/Science and Cullen Grants

Overview

Math/Science and Cullen grants were established to provide a source of internal research support for any qualified faculty member at ACU. They span a fiscal year and provide funds for the equivalent of two summer classes and some expense money. Faculty members obtain the grants in order to do research in the summer in lieu of teaching. In rare instances, the grants may be used to buy a course-load reduction in a long semester. The Math/Science grants provide funds for faculty members in biology, chemistry, computer science, mathematics, physics, and agricultural and environmental sciences. Cullen funds are for those in all other departments. Proposals are due January 15 and are funded in the next fiscal year (after June 1). The Research Council reviews the proposals and awards the grants.

Frequently Asked Questions

- **How much money does the grant provide?** The grant provides the equivalent of teaching two summer courses. At ACU the amount is determined by the professor's rank during the year in which they apply. Currently (2004), the amount is \$3200 for assistant professors, \$3600 for associate professors, and \$4000 for professors. Faculty may also apply for additional funds for expenses and travel directly related to the project.
- **How are the grants awarded?** The Research Council meets as a whole each fall to determine specifics of that year's request for proposals. When applications are submitted in January, the four members of the Research Council from mathematics and the sciences review the applications for the Math/Science grants. The other six members of the Research Council review the Cullen applications. Each member ranks the proposals. Each of the groups then meets with the Assistant Provost for Research who tallies the rankings and provides that information to the group. After discussion, each group determines the awardees. The number of awards made is dependent on the level of funding available.
- **When is the application deadline?** January 15 is the standing deadline for awards made the following summer.
- **How are awardees held accountable?** Each recipient must turn in an interim by September 15. The awardee must also submit a final report of her or his progress and dissemination of the project by the January 15 after their summer of research.
- **Where do I get a Request for Proposal (RFP)?** ORSP will put a notice on the faculty listserve when the new RFP is ready with instructions for obtaining a copy. The most recent RFP is located at <http://www.acu.edu/academics/orsp/documents.html>.

External Funding

External grants are those funded from sources outside the university, such as government grants, private foundation grants, and grants from professional organizations. **All faculty and staff intending to apply for outside money should begin by:**

- **Submitting a Grant Support Request [form](#) to the [NMC](#)**
- **Upon identification of funding source, submit intent to file form.**
- **2-weeks before proposal submission, submit grant submission request form.**

The Office of Research and Sponsored Programs has also partnered with ACU's Nonprofit Management Center (NMC) to provide additional help in finding appropriate funding and for consultation on grant writing. Faculty members may contact [Allan Mooney](#) in the Nonprofit Management Center to schedule a consultation.

ACU Process for Applying for External Funds

Process Matrix

On the next page is a matrix showing the typical grant process for any type of external funds.

	Principal Investigator	ORSP and/or NMC	Controller
P R E - A W A R D	Has idea	Provide notebook in NMC with current Request for Proposals; emails notification of relevant opportunities	
	Searches for funds	Provides SPIN database and help in using it as well as periodic searches upon request	
	Writes grant narrative and prepares budget	NMC helps find needed information about indirect cost amounts, other ACU numbers & figures necessary; provides some help in preparation if warranted	
	Prepares human subjects review form (if applicable)	ORSP expedites IRB review	
	Prepares intellectual property agreement (if applicable)	ORSP facilitates review of intellectual property agreement	
	Prepares External Grant Submission Form	ORSP Routes External Grant Submission Form; Signs off	Reviews budget and signs off
	Submits proposal	ORSP Facilitates electronic submissions	
P O S T - A W A R D	Conducts research or project, including managing budgeted funds	NMC keeps record of all grants awarded. Notifies recipient of report deadlines.	Sets up budget in Banner
	Prepares interim reports as necessary	Monitors timeliness of reports	Prepares/reviews financial interim reports as necessary
	Prepares final reports	Monitors timeliness of reports	Prepares/reviews financial final reports as necessary

Notes on grant submission process

First and foremost, **allow plenty of time** to write and obtain the necessary approvals for your grant. It seems the people from whom one needs information or a signature are never available at just the instant you need them. It is a good idea to let the Assistant Provost for Research know you are planning to apply for a grant. She or he can answer questions about processes and help obtain institutional information.

If either the internal or external research projects involve human or animal subjects, the researcher **must** submit an appropriate Institutional Review Board form and have it approved before submitting the grant. The form is available at <http://www.acu.edu/academics/orsp/documents.html>.

If the project involves copyright or other technology transfer items, the principal investigator must submit and sign an appropriate Intellectual Property Agreement. The form is available at <http://www.acu.edu/academics/orsp/documents.html>.

Since the External Grant Submission Approval Form must be signed by 6 people before the grant can be sent, it must be submitted to the ORSP well before the application deadline. Please allow at least 2 weeks. The form is available at <http://www.acu.edu/academics/orsp/documents.html>. While you may have the department chair and college dean sign the form before it comes to the Office of Research and Sponsored Programs, the Assistant Provost for Research will want to sit down and go over some items with you before signing and sending it on to others. See Appendix C for the Assistant Provost's checklist for discussing the form.

Copy the Office of Research and Sponsored Programs and Allan Mooney in the NMC on all correspondence with the granting agency during the application and negotiation process. Communicate your success or failure to receive the grant as soon as you know it.

Indirect Costs

Indirect costs are the funds designated to cover the university's costs related to administering the grant. Most federal and state grants allow a percentage of the direct costs to be allocated in this manner. ACU has a maximum negotiated rate for government grants. For on campus grants, the maximum rate is 50%. For off-campus grants, the maximum rate is 14%. These rates will be renegotiated in the fall of 2004. **Generally, the principal investigator should ask for as much indirect cost as possible.** Confer with the Assistant Provost for Research if you have questions in this area. Some grants do not allow for indirect costs, although such costs are always incurred.

At ACU, the indirect costs are split between the university (30%), the Office of Research and Sponsored Programs (40%), the college or area of the principal investigator (10%), and the department of the principal investigator (20%). The university's part goes toward facilities costs, utilities costs, and financial management services personnel costs. Indirect cost amounts for the Office of Research and Sponsored Programs are used to subscribe to grant sources, to buy materials that support grant writing, to hire readers for grant applications when necessary, and to support research in general across the campus. College and departments are free to allocate their portions as they see fit.

Salaries and Benefits

When writing grants that include salary and benefits, keep the following stipulations in mind:

- If the salary is going to cover some of the investigator's regular salary, benefits should be calculated at 30%.
- If the salary is in addition to the principal investigator's ACU salary, say for summer pay, benefits should be calculated at 8%.
- When the grant pays a salary or stipend to anyone (e.g. a teacher, participant, speaker, or consultant), that person must fill out a W-4 form.
- The 8% FICA that ACU pays will be charged back to the grant. For instance, if you pay a principal investigator \$1500, FICA will be withheld from this check. However, an additional 8% that ACU pays to the government will be charged against the grant. Thus, the \$1500 really costs your grant \$1620.

Banner Queries and Reports

Grant recipients are accountable for expenses to their grants. They should monitor on a regular basis expenses posted to grants. Various query forms and reports are available in the Banner system to assist in monitoring expenses.

Math/Science and Cullen Grants

Math/Science and Cullen grants operate within the fiscal year of the university, June 1 through May 31. Therefore, the commonly used queries and reports can be used.

	Queries	Reports
Grant expenses by account code	FGIBDSR	FGRBDSC
Grant detail transactions	FGITRND	FGRODTA

External Grants

Grant periods for funding from third parties, such as government agencies, are usually on a different cycle from the university's fiscal year. To enable principal investigators to track grant expenses without encountering problems due to the university's fiscal year end, a separate set of query forms exist to allow examination of expense from and to specified months and years. A report is available to show account information from inception to current date.

	Queries	Reports
Grant expenses by account code	FRIGITD	FRRGITD*
Grant detail transactions	FRIGTRD	-----

* It is recommended that expenses be reviewed at intervals no longer than every month. If errors or questionable transactions appear that cannot be resolved by the grantee, contact Financial Management Services for assistance.

Numbers to Know

Below are numbers called for in some proposals.

Entity Identification Number or Employer ID Number or Federal Employer ID.
Number: 75-0851900

Texas Tax ID. No. 17508519000

DUNS Number: 07-317-1951

U. S. Congressional District: 17th

Post-Award Process

Notify the Assistant Provost for Research as soon as you know you have received the award. Make sure the Office of Research and Sponsored Programs gets a copy of the award letter and all subsequent reports.

Meet with the Controller to set up the budget in Banner. He will run the financial reports, and it is important that grant accounts be set up correctly so that all records are accurate. Again, make sure that the Office of Research and Sponsored Programs gets all copy of all reports sent in.

Communication to the Assistant Provost any recognition you receive while conducting the project. Mention any work that involves ACU students. Also tell

her of any benefit the project provides to the local, regional, state, national, or international community.

Resources

Workshops

The Office of Research and Sponsored Programs has partnered with ACU's Nonprofit Management Center to offer workshops on searching for grant funding, on writing grant proposals, and on instruction for the qualitative software NVivo. Please see the ORSP web site for a list of upcoming workshop dates.

Books

We have books available for checkout in the NMC.

Hale, Phale D., Jr. *Writing Grant Proposals That Win, 2nd Ed.* Aspen, 1999.

Bauer, David G. *The "How To" Grants Manual: Successful Grantseeking Techniques for Obtaining Public and Private Grants, 3rd Ed.* Oryx Press, 1995.


Browning, Bev. *Grant Writing for Dummies*, Wiley, 2001.



Hall, Mary and Susan Howlett. *Getting Funded: The Complete guide to Writing Grant Proposals, 4th Edition.* Continuing Education Press, 2003.

Other resources are available at the NMC.

Databases

We subscribe to a grants database from InfoEd called SPIN-Plus. This allows us to access SPIN, GENIUS, and SMARTS. You can access these by going to

<http://www.infoed.org/> and then clicking on  in the upper right hand corner. This should work from any computer on campus. On the next

screen select  to search for grants or  to set up your profile. Each of these pages contains a SPIN-Plus Tutorial under HELP that takes you through searching and setting up your profile.

Websites

The Nonprofit Management Center provides a foundation links page at www.acu.edu/nonprofit that provides over 1300 active web-site links to Foundations in the United States that actively fund projects and programs.

This is a list of links that may prove to be helpful in locating grant opportunities.

www.grants.gov All government grants

<http://chronicle.com/free/grants/> Chronicle of Higher Education

www.fdncenter.org The Foundation Center

www.hoovers.com Hoover's Online (Businesses)

<http://www.fundsnetervices.com/> Links to lots of sources, including all major government funding agencies.

www.ncup.org/links/nonprof.htm Links to lots of sources.

Other Resources

The Nonprofit Management Center maintains a resource library, and also utilizes electronic media in the search of funding. The NMC staff is trained and will help to familiarize individuals with the various approaches to funding searches. Searches are performed daily at the NMC for known areas of interest and notifications are sent to with identified matching needs.

Support for Non-funded Research

The Office of Research and Sponsored Programs supports non-funded research projects on a limited basis.

Human Subjects Review

The ORSP facilitates all human subject review, regardless of whether the work is funded or simply a part of a faculty member's regular research agenda. Student work or projects that deal with human subjects also come under the purview of the ORSP, although departmental review boards are set up as the first instance of review in most cases. See Appendix C for Human Subjects rationale and forms.

Qualitative Research Support

The ORSP maintains a Blackboard Community of those interested in qualitative research. The NVivo software is available for utilization to facilitate research through the NMC. Those needing assistance in qualitative research should contact the NMC at 674-2803. Contact the NMC at nonprofit@acu.edu if you wish to be added to the community or want to reserve access to the software.

Appendix A

2004-2005 Award recipients

Cullen Math/Science Recipients

Brian Cavitt, Department of Math and Computer Science: "Radiation Induced Photocycloaddition of Isopropylthioxanthone and Maleic Anhydride".

Jason Holland, Department of Math and Computer Science: "On An Embedding Problem in Lattice Theory".

Alexander Karabegov, Department of Math and Computer Science: "Formal Symplectic Groupoid for Deformation Quantization with Separation of Variables".

Richard Beck, Department of Psychology: "Defensive versus Existential Religion: Terror Management Theory and religious motivations".

Adam Hester, Department of Theatre: "Acts of Faith—Duet Scenes by Playwrights of Faith".

David Perkins, Department of Accounting: "Does Character Matter"?

Scott Perkins, Department of Psychology: "Exploring the Relationship Between Hopelessness and Suicidal Ideation Among College Student Seeking Treatment".

Brad Reid, Department of Management Sciences: "The Tension Between Private Property and Public Purpose".

Gregory Straughn, Department of Music: "Sci-Fi Themes in a World after Beethoven".

Autumn Sutherlin, Department of Chemistry: "Catalytic Residues of *Enterococcus faecalis* HMG-CoA Synthase".

Jerry Whitworth, Department of Education: "An analysis of the Effectiveness of a Preparation Lab on the Certification Test Performance of Undergraduate Teacher Education Students".

Appendix B

Human Subjects Review Information

ACU Institutional Review Board Policy

Rationale

Abilene Christian University is comprised of a community of scholars who are committed to the highest level of integrity and ethical conduct in their work. This commitment grows out of the distinctive Christian character of the institution and its members. Respectful of the biblical doctrine of the creation, members of the ACU community are expected to engage in their scholarly activities with due regard for all the created order, both human and non-human. As a teaching institution, the research activities of the faculty and staff serve as exemplars for the students who observe and learn from these activities.

In order to ensure ethical behavior in the conduct of scholarship and research, the University has established this Institutional Review Board policy. This document is meant to that research practices minimize risk to subjects, both human and non-human, and that potential benefits from research activities are maximized. This document articulates procedures that assure the human subject participation is based on equitable selection of subjects, and that participation in human subject research is non-coercive and based on the principle of informed consent. These procedures also provide protections for animal subjects, when used in research by members of the University community.

The procedures described in this document are designed to conform to state and federal requirements for the protection of human and animal subjects. While such conformity is necessary for receiving external funding, the rationale for developing and implementing this document is primarily an expression of the Christian commitment of the institution and its faculty, staff and students.

Levels of IRB Review

Level 1 – Projects Exempt from Any Review

Projects exempt from any review, departmental or university under Federal Policy for the Protection of Human Subjects (Federal Regulation 46.101b) include:

Education research projects for instructional purposes and/or class demonstration, provided that the data obtained is not for formal analysis or future publication.

Research involving the collection or study of existing data from publicly available sources. Any identification of data by subject must be avoided unless the subject studied is a public figure.

Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), if information taken from these sources is recorded in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

Aid or services provided by professionals to their clients that are consistent with accepted and established practice, and intended only to meet the clients' own personal needs.

Level 2 – Departmental Research Review (IRB) Panel

A faculty member or student may submit a research proposal (if it is not in one of the four exempt categories) to be reviewed by an Institutional Review Board within the department if the following statements apply:

The research project is not funded by any federal or state grant.

The research project poses minimal risk to any human or animal subject.

The department has an IRB which has been certified by the University. (See document on certifying a departmental research review panel).

Level 3 – University IRB Review

If a research project is funded by federal or state funds or poses more than minimal risk to animal or human subjects, and it does not fall within one of the four exempt categories defined above as Level 1, it must be submitted to the Institutional Review Board.

University IRB Composition and Procedures

Composition

The Assistant Provost for Research and Service will oversee the administration and management of the University's IRB Committee. The University's IRB Committee will be composed of the members of the Cullen Research Committee and/or by the Math/Science Research Committee according to the research subject matter. One member not affiliated with the university will be added to the research councils to review research requests. Rotation onto the University's IRB Committee will reflect the membership rotation of the Cullen and Math Science Research Councils. The above-mentioned committees meet the following federal requirements as stated in 45 CFR 46, as amended by CFR 28004.

Procedures

Ten copies of the research proposal and an electronic version on a 3.5" floppy disc, along with an Informed Consent form (or cover letter/questionnaire if survey research) must be submitted to the Research Associate in the Nonprofit Management Center. The Research Associate will forward the completed proposal copies to The Assistant Provost of Research and Service who will forward a copy to each committee member within one (1) week of the proposal being received. A committee meeting will be called or organized via electronic means in timely fashion. Committee members will vote to:

1. Approve the proposal.
2. Approve the proposal with modifications:
 - a. Request further information/clarification and resubmission of the proposal. (*The proposal must be modified and resubmitted to the Research Associate in the Nonprofit Management Center within 10 working days of its return to the investigator.*)
3. Reject the proposal for:
 - a. Inadequately observing the Standards for Utilizing Human or Animal Subjects in Research.
 - b. Excessive use of specific groups or classes that may have recently participated in other research.

A simple majority will constitute acceptance of the proposal. No research may be initiated on any proposal that was returned for revisions or has been rejected by the IRB.

The University's IRB Committee will meet at least once (1) a semester and on demand by face-to-face contact and/or by electronic means. ***For student research, see Departmental Research Review Board Policies and Procedures.***

Standards Regarding Human Subjects in Research (45 CFR 46)

1. All procedures must pose no undue risks to life, health, or integrity of the subjects involved.
2. Any risks posed to participants must be clearly outweighed by the significance of the proposed outcome of the investigation. Subjects must be notified in writing of potential risks and sign an informed consent form. In addition, the researcher must show that alternative procedures, that better protect subjects, would seriously compromise the nature and integrity of the proposed study.

The basic elements of the Informed Consent must include:

- a. A concise, yet complete explanation of the procedures to be followed, including the duration of the subjects' participation. Identification of experimental procedures must be revealed.
 - b. A description of any risks or discomfort that can be reasonably expected.
 - c. A description of any benefits that can be reasonably expected.
 - d. A disclosure of alternative procedures, especially therapeutic procedures that may be advantageous for the subject(s).
 - e. A statement explaining the extent of confidentiality of data and records.
 - f. A statement allowing the subject to withdraw consent and/or discontinue participation in the project at anytime without intimidation or prejudice.
 - g. An explanation as to whether compensation or medical treatment is available if physical injury occurs as a direct result of the study.
 - h. The name and telephone number of whom to contact for answers to pertinent questions about the research, research subject's rights, or whom to contact in case of a research-related injury.
3. All procedures must show due regard for sensitivities and integrity of participants in order to preserve rights to privacy.
 4. Procedures must be observed for assuring informed, voluntary consent of all participants. Subjects who have not obtained the legal age of consent must receive permission for participation from their parent or legal guardian.
 5. The use of all findings must be restricted to purposes for which said consent was obtained. When such purposes have been fulfilled, the research data should be disposed of properly.
 6. Adequate procedures must be provided such that the collection, processing, storage, retrieval, and disposal of data is in compliance with these standards.
 7. Any areas or situations not covered by these standards shall be reviewed by the committee.

Ethical Principles in the Conduct of Research with Human Participants

(published by the American Psychological Association, Inc., 1200 Seventeenth St. N.W. Washington, DC 20036) will serve as the guide for the committee's review.

Standards for Utilizing Animal Subjects in Research

(Public Health Service Policy on Humane Care and Use of Laboratory Animals, revised September , 1986 and Reprinted March 1996 & the Health Research Extension Act of 1985 [Public Law 99-158])

When live animals are used in research, there must be a reasonable expectation that such utilization will contribute to the enhancement of human or animal health, the advancement of knowledge, or the good of society. The benefits of the research must clearly outweigh any pain, discomfort, and distress experienced by the animals.

It is the responsibility of the investigator to consider the source of the animal and to ensure that all animals used for experimental purposes are lawfully acquired.

The investigator has an ethical obligation to seek the least painful techniques feasible to obtain the protocol objectives. The pain, discomfort and distress should be monitored using behavioral signs based on the normal behavior pattern of the species under study.

Appropriate anesthetics, analgesics, and tranquilizers must be used if the procedure will cause more than slight momentary pain or distress to the animal. This pertains to pain or discomfort that may be experienced during, as well as after, the procedure, until such time when the pain is either alleviated or reduced to an acceptable tolerance level. If the use of anesthetics and/or analgesics will compromise the scientific validity of the experiment, the deletion of these drugs must be based on scientific fact or experimental data which can be referenced.

Physical restraints should not be used on awake animals. If such a procedure is necessary, the animal should be conditioned to the restraint prior to beginning the experiment. Prolonged physical restraint of awake animals should be avoided.

Adequate post surgical/procedural care for the animal is the responsibility of the investigator.

Any proposed use of Euthanasia must be consistent with recommendations of the American Veterinary Medical Association (AVMA) panel on Euthanasia. Such measures include a quick, painless death for the animal. If the animals will not be euthanized at the completion of the experiment, it is the responsibility of the investigator to assure that the final disposition of the animal is both humane and acceptable.

The committee shall review any areas or situations not covered by these standards.

The guide for the Care and Use of Laboratory Animals (Institute of Laboratory Animal Resources, National Research Council) will serve as the guide for the committee's review.

Consent Guidelines

“Informed consent” provides the subject the opportunity to exercise free power of choice without undue inducement, as to whether or not he/she chooses to participate in the research project. It is the investigator(s) responsibility to provide a concise, yet complete explanation to the subject concerning what is expected from his/her involvement in the investigation. Each of the following *Basic Elements of the Informed Consent* must be included in the consent document:

1. A concise, yet complete explanation of the procedures to be followed, including the duration of the subject’s participation. Identification of experimental procedures must be revealed.
2. A description of any risks or discomfort that can be reasonably expected.
3. A description of any benefits that can be reasonably expected.
4. A disclosure of alternative procedures, especially therapeutic procedures that may be advantageous for the subjects(s).
5. A statement explaining the extent of confidentiality of data and records.
6. A statement allowing the subject to withdraw consent and/or discontinue participation in the project at any time without intimidation or prejudice.
7. An explanation as to whether compensation or medical treatment is available if physical injury occurs as a direct result of the study.
8. The name and telephone number of whom to contact for answers to pertinent questions about the research, research subject’s rights, or whom to contact in case of a research-related injury.

Additional elements of the informed consent that may be included are:

- Subject criteria: age, gender, medical conditions, number of subjects needed, etc.
- Circumstances under which the subject’s participation may be terminated.
- Financial obligation of the subject that may result from participation in the study.
- Participants should receive a copy of the consent form.

See following pages for examples of a Consent Form.

Consent Form
Example 1: Minimal Risk - Parental /Guardian Permission

Our goal at the Sunshine Community Program (SCP) is for every child to have a successful and enjoyable experience that helps to prepare him or her for the future. To help us understand how well we are meeting this goal, we would like to interview the children who participate in our programs.

We want to ask all children enrolled in SCP about their experience in our programs, in school, and in related areas of their life. With your permission, we will ask your child to complete a questionnaire at three different times – when your child first enters the program, halfway through the school year, and at the end of the school year. It will take about 30 minutes to complete the questionnaire each time. The questionnaire is available for you to look at. (Please contact Jane Doe at 333-1111 if you would like to review it.)

In addition, we ask your permission to obtain copies of your child’s school record, including report cards and scores on achievement tests, as well as your permission to ask your child’s teacher to complete a questionnaire about your child’s participation in the SCP programs. In addition to your permission, we will also ask your child to consent to participate in the study.

You are free to withdraw your permission for your child’s participation at anytime for any reason. Your child’s response to the questionnaire will be kept completely confidential. The staff of the SCP will never see the individual responses of any children participating in this study. Whether or not you give permission for your child to take part in the study will in no way affect your child’s participation in SCP.

If you have any questions, please call Jane Doe at 555-1111, the research assistant in charge of this project, or you may call collect to Dr. John Smith at 217-333-2222.

I have read and understand the above, I voluntarily give permission for my child, _____ to participate in this study, and I understand that I may keep a copy of this form.

Parent or Guardian Signature

Date

Consent Form
Example 2: Minimal Risk - Youth

Our goal at the Sunshine Community Program (SCP) is for every child to have a successful and enjoyable experience that helps to prepare him or her for the future. To help us understand how well we are meeting this goal, we want to ask you some questions.

We want to know what you think about our programs, your school, and other areas of your life. We would like you to fill out a survey that will take about 30 minutes to do. You will be given the survey three different times throughout the school year.

You may be asked some personal questions in the survey; however, you do not need to answer any questions that you don't want to. If you agree to participate in our surveys, you can change your mind at any time. If you decide not to do our surveys, you can still participate in the SCP programs.

All your answers to the survey questions will be completely confidential. Your answers will be coded so your name will not be on the survey. No one here at the SCP will see your answers.

If you have any questions, please call Jane Doe at 555-1411, the research assistant in charge of this project, or you may call collect to Dr. John Smith at 666-2222.

I have read and understand the above information, and I voluntarily consent to participate in this project.

Student Signature

Date

Consent Form
Example 3: Minimal Risk - Adult

We are seeking your participation in a research project involving a study of the burden borne by persons providing home care to victims of an immobilizing stroke. It is our understanding that you have provided the primary home care to a stroke victim, either a spouse, a parent, or a parent-in-law, for at least one year. This study will involve about forty persons who, like yourself, provide such care.

If you agree to participate, you will be interviewed about the care you provide to the stroke victim and about your feelings toward him or her. The interview will last about one hour. Your participation will not subject you to any physical risk or pain, but, because some of the interview questions are very personal, you may be subject to some stress or embarrassment. Your name will not be recorded on the interview sheets: an anonymous code will be used and your replies will be known to at most two persons, the interviewer and Dr. _____, the director of this study. You may be assured that any reports of this research will contain only data of an anonymous or statistical nature: your name, or the name of the stroke victim, will not be used.

The goal of this research is to determine what burdens, physical psychological, are borne by those who provide home care of immobilized stroke victims. It is hoped that stroke support groups and the medical community will be able to use our research to ease the burdens of persons such as yourself. We cannot promise that your participation in this study will be of any direct benefit to you. You may find some therapeutic value in discussing the problems you encounter in caring for the stroke victim. You will receive no monetary compensation for participating in this study.

We are planning a follow-up study to take place about one year from now and you may be asked, at that time, to agree to another interview. However, giving your permission to participate in the present study in no way obligates you to participate in the follow-up study.

Any questions you have regarding this research may be directed to the interviewer or Dr. _____ at _____. Information involving the conduct and review of research involving humans can be obtained from ACU's Office of Research and Sponsored Programs at _____.

Your signature below indicates that you agree to participate in this research and further indicates that:

1. You have read and understand the information written above.
2. You understand that participation is voluntary and that refusal to participate will not penalize you in any way; and
3. You understand that you are free to withdraw from participation at any time without penalty.

Participant

Date

**Abilene Christian University Institutional Review Board Committee &
Departmental Research Review Panel
Research Review Request**

1. Complete the Review Request and send as an e-mail attachment to carol.williams@acu.edu
2. Also submit a **signed** copy of the Review Request to the Office of Research and Sponsored Programs, ACU Box 29140.
3. Send an electronic copy of your consent form, and the survey (if applicable) to carol.williams@acu.edu.
4. Allow 3-4 weeks for the requests to be processed (not including exemptions). Many members of the committee are unavailable to review proposals during the summer months. Submission during the fall or spring term is highly recommended. Student research must go through a department research review panel.

Title of Proposed Project:

Faculty Initiated Student Initiated

If student-initiated research, who is the faculty advisor?

Is the student is a McNair Scholar? Yes No

If yes, McNair Director's signature required _____

Name of Investigator(s) and Department or Affiliation:

Principal Investigator:

Department / Affiliation: Phone:

Investigator	Department / Affiliation
--------------	--------------------------

- 1.
- 2.
- 3.

Proposed start date of study: Expected completion date:

The study will be conducted: On Campus Off Campus

Is this project being funded by an outside agency? Yes No

If yes, please specify which agency:

1. State the purpose of the study. Identify the specific goals and explain the need for this study.
2. Describe the proposed methods and research design including statistical analysis that will be used. *If a survey is being used, please attach a copy with this request.*
3. The subjects for the study will be:
 Human Animal Other:
4. For human subjects, describe the recruitment procedures.
5. Will the subjects be compensated: Yes No
a. If yes, how?
6. Describe potential risks to the subjects.
7. Discuss any special precautions that will be utilized to minimize risk and ensure subject safety.
8. If applicable, describe the alternative treatment the experimental group will receive.
9. How will confidentiality be ensured?

Signature of Principal Investigator _____ Date _____

Index

Books, 10
Databases, 10
DUNS Number, 9
Employer ID Number, 9
Entity Identification Number, 9
External funding, 3
External Funding, 5
External Grant Submission Approval
Form, 5, 6, 7
Federal Employer ID, 9
Human subjects, 3, 6, 11
Indirect Costs, 7
Institutional Review Board, 7
Intellectual Property Agreement, 7
Internal funding, 3, 4, 7
 Cullen, 3, 4, 12
 Math/Science, 3, 4, 12
Mission, 3
Post-Award Process, 9
Process Matrix, 5
Qualitative research, 11
Research Council, 4
Salaries and benefits, 8
SPIN-Plus, 10
Texas Tax ID, 9
U. S. Congressional District, 9
Websites, 10