

Bard IRB Proposal Template – Fall 2025 – Spring 2026
The proposal submission form can be found at bard.edu/irb

Section 1. General Information

- 1.1. Your academic Program/Department/Office
- 1.2. Your status (faculty, staff, graduate student, undergraduate student)
- 1.3. Today's Date
- 1.4. Your Name
- 1.5. Advisors Name
- 1.6. Your Email Address
- 1.7. You Advisor's email address
- 1.8. List all individuals involved in this project who will be working with human subjects.
- 1.9. Do you have external funding for this research?

Section 2. Information about your Project

- 2.1 What is the title of your project?
- 2.2 When do you plan to begin this project?
- 2.3 Describe your research project
- 2.4 Describe the population(s) you plan to recruit and how you plan to recruit participants.
- 2.5a Will your participants include individuals from vulnerable populations (e.g. children, prisoners, pregnant persons, or cognitively impaired).
- 2.5b If yes, describe special precautions you will use to recruit and consent
- 2.6. Approximately how many individuals do you expect to participate in your study?
- 2.7 Describe the procedures you will be using to conduct your research. Include descriptions of what tasks your participants will be asked to do, and about how much time will be expected of each individual.

- 2.8. Describe any risks and/or benefits your research may have for your participants.
- 2.9 Describe how you plan to mitigate risks the participants may encounter.
- 2.10 Describe the consent process (how you will explain the consent for and the consent process to your participants).
- 2.11 What procedures will you use to ensure that the information your participants provide will remain confidential and safeguarded against improper access or dissemination?
- 2.12 Will it be necessary to use deception with your participants at any time during the research? Withholding details about the specifics of one's hypothesis does not constitute deception. Deception includes misleading participants about the nature of the research question and the nature of the task they are completing.

Section 3. Files to Upload

At a minimum you will need to upload

- consent form
- CITI training certificate
- debriefing statement

You also may need to upload

- recruitment materials
- questionnaires
- interview questions
- assent forms