**Sample UVA Approval Form**

**This form template is used to provide information about a study where participants include UVA students. This form would go to the Dean’s Office in the department that oversees the class studied or students recruited. This is a sample of how you can approach this form and some general topics to cover. Please tailor this form so that it accurately describes your study. Delete all red text from the form.**

Information Form: **Protocol #: Title (match the protocol number and title on iProtocol)**

This notice is to inform you that the research study referenced above seeks to use student participants in the department you oversee. The UVA IRB-SBS believes it is critical that departments know about research involving their students and are given the opportunity to object. Several schools at the University have set up committees to approve research occurring with their students as participants.

The general purpose of this research is explain the basic constructs of the study and the class type that is studied. Make sure that you write the information so that the institutional official can understand it easily. Include information on the number of students affected, the amount of time required of each student, and a description of risks. If there are no anticipated risks, state that.

The research seeks to enroll these students as participants because describe the reason you need this type of student. The research will occur during class/outside of class.

Because I am an instructor for this class, recruitment will occur without my knowledge (then describe how). Students will not be coerced into participating, and they will be informed that not participating will have no effect on grades or services at UVA. If course credit is given for participating, describe the alternate credit opportunity for those student who do not wish to participate.

Each student will be provided a sheet to keep that informs them about the research and gives them people to contact if they wish to withdraw or have concerns about their participation. You may request to review a copy of this information sheet.

If you have further questions about the study, please contact researcher contact information, including email and phone number. **If you wish to object to using your students for this research, please contact the researcher by date (give at least a week to respond). If we receive no response by that date, we will conclude that you have no objections.**

If you have any concerns about any aspect of the study, you may contact Tonya Moon, Ph.D., Chair, UVA Institutional Review Board for the Social and Behavioral Sciences, One Morton Drive, Suite 500, University of Virginia, P.O. Box 800392, Charlottesville, VA 22908-0392. Telephone: (434) 924-5999.

Email: irbsbshelp@virginia.edu

Website: www.virginia.edu/vpr/irb/sbs

Thank you for your consideration.