Taft College
Institutional Review Board
Application to Use Human Participants in Research

Instructions: Please complete all sections below, and double check that you did so by placing a checkmark in the box next to the word CHECK.

1. *Investigator's Name*_____

*e-mail*_____ *phone*_____

If you are a student, please state the name of the faculty sponsor and the nature of your research:

Faculty sponsor's name:_____

2. *Project Title*_____

_____

3. *Review Category Requested*

Has this project been approved by the IRB before? Yes_____No_____

If yes, give previous IRB Approval Number_____

Which type of review are you requesting? (All first time applications require full IRB review)

( ) Full IRB review ( ) Expedited Review ( ) Exempt from Review

If requesting expedited review or requesting to be exempt from review, include justification (*add pages as needed to justify request)*.

Justification:_____

( ) CHECK: Have all questions under Review Category Requested been answered?

4. *Methodology and Research Objectives*: Describe and justify the methodology. Describe the research objectives, being sure to describe and justify the conceptual, theoretical, practical or educational of the proposed project. Also, be sure that the methodology permits the goals of the research/educational objectives to be adequately met. A stronger case can be made by citing literature related to the project and rooting a study in unanswered conceptual, theoretical or practical issues.

( ) CHECK: Has the research methodology been described and justified?

( ) CHECK: Have the research objectives been described and justified in such a way that the conceptual, theoretical, practical or educational benefits of the proposed projects are clear?

( ) CHECK: Is there an appropriate fit between the methodology and the research objectives? That is, will the methodology permit the goal of the research objectives to be met?

5. *Description of Participants*. Describe the population group you are studying and the expected demographics of your participants. Fill out the sections appropriate to your study.

Gender: ( ) male ( ) female ( ) mixed

Age: ( ) <18 ( ) = >18 ( ) other *specify* _____

Ethnicity: _____

Other demographics important to the study:

_____

6. *Procedures for Recruitment of Participants*. Include method of selection and recruitment. Describe all pertinent characteristics of your participants.

( ) CHECK: Have the gender and procedures for recruiting participants been described?

7. *Informed Consent*. Include the oral or written format of the informed consent. Justify any request for waiver of written informed consent. Adequate informed consent requires an identification of the research, a description of the study, its intent and methodology and the approximate time required of participants. Explicitly outline participants' right of withdrawal and refusal and explain how confidentiality and/or anonymity will be maintained.

( ) CHECK: Has informed consent been secured from sites and agencies related to the project (i.e. schools, military bases, businesses, etc.)?

( ) CHECK: Have the letters of consent from these sites and agencies been appended to the application?

( ) CHECK: Has a copy of the informed consent letter for participants (or their guardians) been appended to the application?

8. *Debriefing Procedure*. Include justification of the use of deception (if any), an explanation of participants' responses in the study, the study's rationale, procedure for obtaining results of study and the person to contact with future questions.

( ) CHECK: Has a description of the debriefing procedures been provided? Even if a study does not involve deception, participants should be informed of the purpose of the study and given a name of a person, preferably a faculty member, who they can contact for further information.

9. *Procedures for Ensuring Confidentiality of Data*. Specify how confidentiality of data and participates will be maintained.

( ) CHECK: Have the procedures for ensuring confidentiality been described?

10. *Analysis of Risk/Benefit Ratio*. Include any short-term or long-term risks to participants and precautions taken to minimize risks in addition to the anticipated benefits of your research.

( ) CHECK: Have the risks/benefits of conducting the research been described?

11. *Hazardous Materials*.

Will drugs or hazardous substances be used as a part of this study?

_____Yes _____No

If yes, please read and complete Hazardous Materials Use Form.

( )CHECK: If hazardous materials will be used, have the appropriate forms been completed and appended to the application?

12. *Project Materials*. Include copies of all materials used in this study (e.g. surveys) and information about the source of these instruments (e.g. who developed the instrument, reference where additional information about the instruments reliability and validity can be found, et cetera).

( ) CHECK: Have all project materials been appended?

13. Certification for Research and IRB Review Requested

I certify that to the best of my knowledge the information provided above is complete and accurate. I agree to obtain approval from the IRB for any modifications of the above protocol as described.
I accept responsibility for ensuring that the rights, welfare, and dignity of the participants in this study have been protected and are in accordance with applicable federal/state laws and regulations and the Taft College Guidelines for the Treatment of Human Participants in Research. I certify that this research does not unnecessarily duplicate research already published. I ensure that all personnel conducting the work of this protocol have or will receive appropriate training in the use of human subjects in experimentation.

Signature_____ date_____

(To be signed by Principal Investigator)

Signature_____ date_____

(To be signed by the Faculty Sponsor, if different from above)

( ) CHECK: Has the certification for research been signed by the principle investigator and a faculty sponsor (if the PI is a student)?