

**APPLICATION FOR HUMAN SUBJECT RESEARCH PROJECTS**  
**Chipola College Institutional Review Board (IRB)**

**Per Chipola College administrative procedure 1.8, "Research activities (e.g., surveys, interviews) in which Chipola College students or employees are the subjects are limited to those conducted by Chipola employees and students and to those required by state and federal agencies."**

Research activities involving or pertaining to individuals in their capacity as Chipola College students or employees must obtain IRB approval. This application and other required documentation must be submitted electronically to the Chipola College IRB chair at sheltonb@chipola.edu. Questions should be directed to the chair. Attach additional pages to this application if necessary.

**SECTION I**

**Title of Proposed Research Project:**

**Dates of Proposed Research Project:**

to

**Project Status:**

New project

Revision to previously-approved project

**Project Type:**

Thesis or dissertation

Faculty research

Student research (under faculty direction)

Class project (under faculty direction)

Other (Please describe in text box below.)

**Principle Investigator (PI) Information**

Name:

Institution (Must include department or program and your current position title):

Mailing address:

Phone number:

E-mail address:

**Co-Principle Investigator (Co-PI) Information (if applicable)**

Name:

Institution (Must include department or program and your current position title):

Mailing address:

Phone number:

E-mail address:

**Certification of Training in Research Ethics and Human Subjects Protection (Check all that apply.)**

The PI and Co-PI (if applicable) have read *The Belmont Report*.

The PI and Co-PI (if applicable) have access to and are familiar with 34 CFR 97 or 45 CFR 46.

The PI and Co-PI (if applicable) have completed human research protection training from the source(s) listed in the text box below.

## SECTION II

**Briefly describe the proposed research project.**

**Describe: 1) what the project participants will experience and 2) the data collection strategies or methods.**

**If you are seeking an exemption from IRB review, describe why you believe your proposed project is exempt. Reference specific exemption qualifications stated in stated in 45 CFR 46.101(b).**

**If you are seeking an expedited IRB review, describe why you believe your proposed project qualifies. Reference specific qualifications for expedited review stated in 45 CFR 46.110(b).**

**Describe how the research findings will be disseminated. Identify the anticipated outlets (e.g., journals, conferences) for dissemination.**

**Will Chipola College be identified in the reported findings?**

Yes

No

**SECTION III**

**Does the proposed project involve participants in any of the following groups? (Check all that apply.)**

Individuals under 18 years of age

Individuals with intellectual disabilities

Individuals who are economically disadvantaged

Individuals with physical disabilities

**Describe the individuals or groups associated with Chipola College who would be asked to participate in the proposed project; state the anticipated numbers of participants.**

**Describe how project participants will be selected.**

**Does the proposed project involve the collection of data that identifies individuals (e.g., lists that include social security numbers or other identifying numbers; survey instruments or interviews in which respondents are identifiable by name, student number, etc.)?**

Yes

No

**Describe how the investigator will ensure the confidentiality of data obtained and protect the identities and other personal information of project participants.**

**Describe the potential risks and benefits to individuals who participate in the proposed project.**

**Describe how participants will be fully informed of the purpose of the research project and the potential risks and benefits of project participation.**

**Describe how the investigator will ascertain if participants fully understand: 1) the purpose of the research project, 2) the potential risks and benefits of project participation, and 3) that participation is voluntary.**

**If applicable, describe the compensation individuals will receive for participating in the research project.**

**If applicable, describe any experimental procedures to which project participants will be subjected.**

**Describe the process for an individual to withdraw from participating in the research project. Describe how participants will be informed of this process.**

**Include with this application a copy of the informed consent form to be signed by project participants. (Note that the contents of the informed consent form should address all elements set forth in 34 CFR 97.116.)**

**If applicable, include with this application the questions that project participants will be asked. (You may include the data collection instrument as your response.)**

#### **SECTION IV**

I certify that: 1) the protocol and methods of obtaining informed consent approved by the Chipola College IRB will be followed during the period covered by this research project; 2) any changes and/or unanticipated circumstances pertaining to the research project, its participants, or subjects will be reported to the IRB for review and approval prior to project continuation; and 3) all statements in this application are true to the best of my knowledge.

PI Signature:

Date:

Co-PI Signature:

Date:

IRB use only

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Date received

Date Distributed to IRB

Date of IRB Vote

IRB Determination

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IRB Chair or Designee Name

IRB Chair or Designee Signature

Date

IRB Comments:

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment. Questions or complaints regarding harassment or discrimination, including sexual harassment and sexual violence, should directed to the College's Equity Officer and Title IX Coordinator: Wendy Phippen, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183A, 850-718-2205, [pippenw@chipola.edu](mailto:pippenw@chipola.edu).