Application for Approval to Use Human Subjects in Research
Cuyahoga Community College Institutional Review Board

Submit completed form and any attachments to krystn.hood@tri-c.edu

1. Principle Investigator

First name	*Last Name*	*Email*	*Phone*

2. Co-investigator (if applicable) (If more than one co-investigator, separate names with a "/")

First name	*Last Name*	*Email*	*Phone*

3. Dean/Director/Dissertation Chair Overseeing Research (if applicable)

First name	*Last Name*	*Email*	*Phone*

Department	*Title*	*Institution/Affiliation*

4. Project Information

Project Title

Type of Project

- ☐ Faculty Research
- ☐ Administrative Research
- ☐ Staff Research
- ☐ Other
- ☐ Thesis
- ☐ Dissertation
- ☐ Externally Funded
  Funding Agency:

Duration of Project

Start Date:
End Date:

5. Signatures

I certify that the research procedures for this project, and the method of obtaining consent (if any), as approved by the Institutional Review Board, will be followed during the period covered by this research project. Any future changes will be submitted for Board review and approval prior to implementation

Principle investigator Date

Co-investigator (if applicable) Date

Dean/Director/Dissertation Chair Overseeing Research Date

Cuyahoga Community College Institutional Review Board Decision

☐ Approved ☐ Denied ☐ Contingent Approval (see below) Date:

Approval contingent on the following modifications being made:

Part I: Please indicate whether any of the following apply to the research you are proposing to conduct.

Will research subjects be identifiable to anyone other than the researchers through records, responses or identifiers linked to the subject?	☐ Yes	☐ No
Could subjects be at risk of criminal or civil liability, damage to employability or to financial standing, or undue embarrassment, if responses became known outside this research project?	☐ Yes	☐ No
Does research deal with sensitive aspects of subjects' behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol?	☐ Yes	☐ No
Does research involve the collection or study of existing data from sources not publicly available? (existing data can be documents, records, pathological specimens or diagnostic specimens)	☐ Yes	☐ No
Will subjects be video/audio taped?	☐ Yes	☐ No
Are subjects free to withdraw at any time without penalty?	☐ Yes	☐ No
Is there deception of subjects that is unexplained at end of project?	☐ Yes	☐ No
Does research deal with any subjects who are:		
- Minors under 18 years of age	☐ Yes	☐ No
- Legally incompetent adults	☐ Yes	☐ No
- Mentally handicapped individuals	☐ Yes	☐ No
- Physically handicapped individuals	☐ Yes	☐ No
- Prisoners	☐ Yes	☐ No
- Pregnant Women	☐ Yes	☐ No

Part II: Project Summary

Summarize your proposed research project and the procedures to which humans will be subjected. You must attach to this application copies of any consent form(s), questionnaire(s), etc. that will be used in your research.

PART III

Please answer all of the following questions. If not applicable to your project, write "None" or "NA", as appropriate.

Text boxes will expand to fit as much information as you would like to provide.

1. Briefly describe the characteristics of your population(s): the size of your sample, the ethnic background, sex, age, state of health and the criteria for inclusion or exclusion of subjects.
2. How will the subjects be selected? Include details on how you will identify who the individuals are that meet the characteristics you described in question 1. Include rationale for use of special classes of subjects such as pregnant women, children, institutionalized mentally disabled, prisoners, or those whose ability to give voluntary informed consent may be in question.
3. Identify any risks - physical, psychological, and/or social to which your subjects may be exposed as a result of participation in your project (beyond the risks normally encountered in everyday life). What safeguards will you use to protect the subjects from these risks, as well as to protect their rights, welfare and privacy?
4. How will the subjects be informed of the risks to which they will be subjected?

5. How will you obtain informed consent from participants? (attach form(s) to be used)
6. If your study involves signed consent forms, where will the signed consent forms be kept? Consent forms must be kept on campus, not in a private home or office. If the study does not involve signed consent forms, answer "NA."
7. Describe alternative procedures that were considered for your study methodology, and why they will not be used.
8. Describe the benefits expected to be gained from this project. Include any direct benefits to the subjects as well as any general gain in knowledge for society.
9. If deception is involved, describe its nature, why it is necessary, and how subjects will be debriefed. Include any feedback, educational or otherwise, which subjects will receive.

10. What do you intend to do with the data collected? (i.e., publish data, present paper, erase tapes etc.)

11. Describe any form of compensation to subjects. (i.e., money, grade, extra credit, etc. If extra credit or grade is given to students who participate in the project, what opportunity for extra credit or grade is provided to students who choose not to participate)? Please note: For multi-phase projects, compensation should not be contingent upon completion of the whole project: Rather, some compensation should be given for each phase of the project.

12. If you will be using children under 18, explain in detail how you will obtain assent/consent from the children and/or parents/guardians. If assent/consent will be obtained orally, supply a script of what you will say and how you will give the children and parents/guardians the opportunity to say "yes" or "no."

13. If the project involves drawing blood, taking tissue samples, giving injections, etc., what are the qualifications/certifications of the person(s) doing this?

14. Does the study involve the collection/review of subjects personal files (school/medical)?

☐ Yes (answer 14a – 14b).
☐ No (no further information required)

14a. Who will gather the information?

14b. Where will the files be kept and for how long will they be stored?

14c. Do the subjects and/or the parents/guardians know that these files will be read? If no, explain.

15. Does the study involve any kind of testing or assessment of subjects (examples: medical tests, psychological/personality assessments, etc.)

☐ Yes (answer 15a – 15b).
☐ No (no further information required)

15a. Will test results be disseminated to the subjects and/or their parents/guardians?

15b. Explain the qualifications of the person(s) interpreting the results.