Office of Institutional Effectiveness & Planning

REQUEST FOR APPROVAL OF RESEARCH

Complete all applicable items and attach supporting documents: *Type or print*

PRINCIPAL INVESTIGATOR INFORMATION

Name: _____

Status: *select one*

❑ Faculty ❑ Staff ❑ Administrator ❑ Student ❑ Other *(specify)*: _____

Department: _____

Address: _____ **E-mail:** _____

Phone: _____ **Date of request:** _____

PROPOSED TARGET DATES

Begin Study: _____ **Complete Study:** _____

File Report/Data with Office of Institutional Effectiveness & Planning: _____

RETURN THIS FORM TO:

Office of Institutional Effectiveness & Planning
Richland Community College
One College Park, Decatur, Illinois 62521
tzindel@richland.edu, 217.875.7211, ext. 6364

FOR OFFICE USE ONLY: Recommendations and Actions

Signatures	*Request Approved*	*Date*
Faculty: _____	_____	_____
Administrator/Dean: _____	_____	_____
Authorizer of Institutional Research: _____	_____	_____

Comments:

For use by Richland Staff and Students or External Parties
requesting access to students, faculty, staff or institutional records for research purposes.

PLEASE ATTACH ALL INSTRUMENTS AND CONSENT FORMS.

PROJECT INFORMATION

This section must be completed for review of application. CIP Team or Divisional Surveys may be approved through an interview process by the Director of Institutional Effectiveness & Planning. If you are external to Richland, please provide a copy of your approved IRB from your home institution and skip to page 4 to complete the request.

Project Title: _____

Researcher Identification:
Please provide the name, affiliation, role, and contact information of any other researchers on this project, including advisor, transcriptionist, etc.

Research Summary:
In layman's language, please summarize the objectives and significance of the research. List any major or primary reference literature/studies on this topic. (Cite sources).

Data Collection:
Please explain how confidentiality will be maintained during and after data collection. If appropriate, address confidentiality of data collected via e-mail, web interfaces, computer servers and other networked information.

Participants:
Describe who will participate in this research and how these persons will be recruited. Describe any risks. Describe any rewards given to participants for participation in the study.

Research Procedures:
Specifically describe what the participants will do and where the activities will take place. Outline the approximate dates and durations for specific activities, including the total number of treatments, visits, or meetings required and the total time commitment. *Please include a copy of each of your measures as attachments.*

Consent Process:
Describe when and where voluntary consent will be obtained, how often, by whom, and from whom. Risks must be described on consent forms. *Attach copies of all consent forms (as well as parent/guardian assent forms for those under age 18 if any).*

Risk/Benefit Assessment:
Describe the expected benefits of the research to the subjects and/or to society. Specifically describe all known risks to the subjects for the activities proposed and describe the steps that will be taken to minimize the risks. Include any risks to the subject's physical well-being, privacy, dignity, self-respect, psyche, emotions, reputation, employability, and criminal and legal status. Weigh the risks with regard to the benefits. Provide evidence that benefits outweigh risks.

Dissemination of Results:
What is (are) the proposed form(s) of dissemination (i.e., journal article, thesis, academic paper, conference presentation, sharing within the industry or profession, etc.)?

Individually Identifiable Information:
Will any individually identifiable information, including images of subjects, be published, shared, or otherwise disseminated? *Please mark the appropriate box below.*

❑ Yes ❑ No

Note: If yes, subjects must provide explicit consent or assent for such dissemination. Provide appropriate options on the relevant consent documents.

Funding Information:
What is your research funding status? *Please submit a copy of the funding proposal.*

❑ Funded *(please indicate the funding agency)* _____

❑ Pending funding decision ❑ Not funded

INVESTIGATOR ASSURANCES

I certify that the project I intend to carry out at Richland Community College will occur as described above. I will notify the Office of Institutional Effectiveness of any changes to the project in advance of making such changes.

Responsible Project Investigator Signature: _____

Date: _____

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PLEASE ATTACH ALL INSTRUMENTS AND CONSENT FORMS.

EXTERNAL REQUESTS ONLY

If external, please provide a copy of your approved IRB from your home institution.

1. What are the benefits of this study to Richland?

2. List any major or primary reference literature/studies on this topic. (Cite sources).

3. Identify any other approving agencies/offices involved with names and addresses (e.g., graduate instructors, institutional review boards, etc.)

4. Indicate method(s) of access to institutional data files, such as mainframe data (if secondary sources of data are to be used).

SUMMARY OF EXEMPTION STANDARDS FOR RESEARCH USING HUMAN SUBJECTS

Exemption Standards, highlighted here verbatim, were developed by the Institution Review Board at the University of Illinois, and may be obtained at www.irb.uiuc.edu. Additional helpful information may be found at http://irb.illinois.edu/?q=investigator-handbook/part2.html#A

Education Research often places minimal risks on participants when safeguards, such as confidentiality and IRB approval, are obtained. When minimal risks to participants are likely, Richland Community College seeks to provide a streamlined process of approval. Exemptions **DO NOT** apply to children, to those incarcerated, or for research focused specifically on developmental disabilities, educational disadvantage, or socioeconomic vulnerability.

Exemptions **DO** include studies that focus on "commonly accepted educational settings" and associated interests, such as educational practices, teaching strategies, learning outcomes, curriculum development, teaching effectiveness, or classroom management. Exemptions also include use of typical measures of academic achievement or attitudinal responses through observations, surveys, or interviews, but only when individual identity is protected and personal risk – physical, psychological, or social – is protected. If documents, specimens, records, or other demonstrations are obtained, they must be publicly available and already completed in order for research to be considered exempted.

Responsibilities of the Principal Investigator include:

- Respect for persons: Research must "acknowledge autonomy and the requirement to protect those with diminished autonomy"
- Beneficence: Research must "do no harm" and attempt to maximize benefit to the subjects and society
- Justice: Research must select participants based on the problem being studied, not vulnerabilities or ease of selection that may compromise them
- Voluntariness: Recruitment must be conducted without coercion
- Informed consent unless the research involves no more than minimal risk to the subjects; the waiver or alteration will not adversely affect the rights and welfare of the subjects; the research could not practicably be carried out without the waiver or alteration; and whenever appropriate, the subjects will be provided with additional pertinent information after participation
- Documentation of informed consent usually by signature on a form that explains and describes intent, procedure, protections (such as confidentiality), possible risks and methods to minimize them, and information on a contact person
- Assent of children and the consent of their parents
- Ensuring confidentiality and/or anonymity
- Minimizing research risks and maximizing benefits
- Addressing adverse events and unanticipated problems involving risks to subjects or others