

Anoka-Ramsey Community College Institutional Review Board Application for IRB Review

SECTION ONE: SUMMARY INFORMATION

Date of This Application

Principal Investigator

Name:

Phone:

e-mail address:

Affiliated Institution (check one)

Anoka-Ramsey Community College

Other (please specify) _____

Status (check one)

Faculty Member

Title and Department:

Staff Member

Title and Department/Office:

Is this research being conducted with the support of a grant from the U.S. federal government (for example, the National Science Foundation, the National Institutes for Health)?

Yes

If yes – please list the agency: _____

No

Title of Project:

Purpose of Project (in one or two sentences)

Intended Use of Information Gathered

This might be for a public presentation on campus, for a presentation at an academic meeting, for possible publication, etc.

Consultants or Co-Investigators (if any) and Their Institutional/Department Affiliations**Estimated Duration of Total Project**

Approvals are granted for no more than 1 year from the date of review.

Location of Study

For example: on campus, in a Minneapolis Public School, in the Twin Cities, in Los Angeles, etc.

International Projects

If the proposed project would be conducted wholly or partially outside the United States, please provide additional information about the institution or researcher under whose auspices the project will be conducted:

Name

Institution

Contact Information

Does the local institution approve research projects with a body equivalent to an institutional review board? Have you contacted this organization about obtaining their approval of your project?

If no local institution can approve your project, have you consulted with an expert – an ARCC faculty member, a researcher who works in the area where you will conduct research, et cetera – who can guide the research process and provide advice on local ethical standards to the ARCC IRB? If so, please provide contact information about this person. If not, please make such contact immediately; IRB approval may be contingent on such a relationship.

Information about Subjects

Estimated Total Number:

Age Range of Subjects:

Sex of Subjects:

Source/Recruitment Method (e.g., face to face, via advertising on campus, via email, etc.):

Note that investigators are discouraged from enrolling subjects who have status relationships with the investigators (e.g., students or advisees of a faculty researcher). IRB Approval may be granted with a compelling justification or employment of a mechanism ensuring anonymity of participation.

SECTION TWO: INFORMATION FOR IRB REVIEW

Please answer each specific question and use as much space as needed to answer fully. A response of “See attached project description or grant application” is not sufficient.

2-1. Historical Background

Provide a brief description of the project with reference to the investigator’s personal experience and to pertinent scientific literature.

2-2. Plan of Study

(A) State the hypothesis or research question you intend to answer. Describe the research design, methods, interventions, and procedures (including standard or commonly used interventions or procedures) to be used in the research. Specifically, identify any interventions, procedures, or equipment that are innovative, unusual, or experimental.

(B) Describe any deception procedures employed in this study, if applicable. Please explain why deception is necessary. Examples of deception used for research purposes: withholding relevant information, use of a confederate (someone who poses as someone they’re not), false performance feedback, offering fictitious information about the true purpose of the study, etc.

2-3. Possible Risks

(A) Indicate what you consider to be the possible risks (or inconveniences) to subjects and indicate the precautions to be taken to minimize or eliminate these risks. If any data monitoring procedures are needed to ensure the safety of subjects, describe them.

(B) If deception is used, please explain possible risks and precautions to be taken to minimize or eliminate these risks.

2-4. Online Research

(A) Will any aspect of the recruitment or research process involve internet resources, such as chatrooms, instant messaging, email messages, web surveys, or other such tools? If so, please describe the use of these media.

SECTION THREE: SELECTION OF SUBJECTS AND THE INFORMED CONSENT PROCESS

3-1. Special Populations

(A) Indicate whether this project involves any of the following subject populations:

- Minors (Minors or “children” are defined in Minnesota law as persons under age 18.)
- Prisoners
- Pregnant women

(B) If you indicated working with any of the above-listed special populations, additional safeguards may need to be implemented in order to protect these populations from excessive risk, coercion, or undue influence. Please describe the precautions that you will take to minimize all possible risks given the unique setting or circumstance faced by these individuals. Federal guidelines about human subjects research may provide useful information about the precautions needed to conduct research with these special populations. See

<<http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm>>

3-2. Recruitment and Informed Consent

(A) Describe how subjects will be recruited and how informed consent will be sought from subjects or from the subjects' legally authorized representative. If children are subjects, discuss whether their assent will be sought and how the permission of their parents or legal guardians will be obtained. Use additional pages as needed. **Provide a copy of the informed consent document as an attachment (See below).**

(B) If online methods will be used to recruit subjects or conduct the research proper, describe how informed consent will be sought and appropriately documented.

3-3. Compensation of Subjects

(A) Will your subjects receive any compensation for participation in cash or in kind?

No.

Yes. If so, please describe the amount or kind of compensation in the space below.

(B) Will your subjects receive course credit (either extra credit or fulfillment of a course requirement?). Note: Students must be offered an equally desirable, non-research option for receiving the same amount of course credit.

No.

Yes. If so, please describe the amount or kind of credit received for research participation and describe the optional procedure for receiving credit.

SECTION FOUR: PRIVACY AND CONFIDENTIALITY OF DATA AND RECORDS

Will identifiable, private, or sensitive information be obtained about the subjects or other living individuals? Whether or not such information is obtained, describe the provisions to protect the privacy of subjects and to maintain the confidentiality of data.

SECTION FIVE: INVESTIGATOR'S PLEDGE

Investigator's Certification

I certify that the information furnished concerning the procedures to be taken for the protection of human subjects is correct. I will seek and obtain prior approval for any modification in the project design or informed consent document and will report promptly any unexpected or otherwise significant adverse effects encountered in the course of this study. I certify that all individuals named as consultants or co-investigators have agreed to participate in this study.

Investigator's Signature: _____

SECTION SIX: CERTIFICATION OF DEAN OR SUPERVISOR

Supervisor's Certification (in case of student applications)

I certify that I have read this application in full and that I have discussed with the project investigator(s) the ethical treatment of the human subjects who will participate in this project, as well as the procedures to protect the privacy of the subjects and the confidentiality of data generated.

Dean/Supervisor's Signature: _____

SECTION SEVEN: ATTACHMENTS

Please attach the following items in order for the IRB to review your research.

1. A copy of the informed consent document
2. Any recruitment notices or advertisements
3. Debriefing statement in the case of research involving deception.
4. Any survey instruments, psychological tests (other than standard, commercially available instruments), interview forms, or oral-interview scripts to be used in the research.
5. Formal research protocol, if available

Revised 11/2018