NORTH CENTRAL STATE COLLEGE
INSTITUTIONAL REVIEW BOARD Number _____

Application for Approval to Use Human Subjects in Research

Review Date _____

Name _____ Telephone _____

Address _____

Department _____ Faculty/Title _____

Project Title _____

Type of Project:
_____ Faculty Research
_____ Administrative Research
_____ Staff Research
_____ Externally Funded; Agency _____
_____ Other
_____ Thesis; _____ Dissertation; _____ Other

Duration of Project: Starting Date _____

End Date _____

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 Dean/Director Date

ACTION TAKEN:

North Central State College Institutional Review Board

_____ Approved by IRB Date _____

_____ Approval contingent on the following modifications being made:

_____

_____

_____

_____ Disapproved Date _____

Comments _____

PART I: Please answer the following by circling the correct response:

Yes	No		1.	Will subject be identifiable to anyone other than the researchers through records, responses or identifiers linked to the subject?
Yes	No		2.	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		3.	Does research deal with sensitive aspects of subjects' behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol?
Yes	No		4.	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		5.	Will subjects be video/audio taped?
Yes	No	NA	6.	Are subjects free to withdraw at any time without penalty?
Yes	No		7.	Is there deception of subjects that is unexplained at end of project?
Yes	No		8.	Does research deal with subjects who are children under eight years, not legally-competent adults, mentally handicapped, physically handicapped, prisoners, or pregnant women? (circle appropriate group or groups)

PART II: Summarize proposed project and procedures to which humans will be subjected. Consent form(s), questionnaire(s), etc. should be included with the application.

PART III: Please answer all of the following items. If not applicable to your project, write "None" or "NA", as appropriate. If more space is needed, use additional paper.

1. How will the subjects be selected? (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).

2. 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.

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?" (append form(s) to be used)

PART III (continued)

6. Describe alternative procedures that were considered and why they will not be used.

7. Describe the benefits expected to be gained from this project. (This should include any direct benefits to the subjects as well as any general gain in knowledge).

8. In which North Central State College faculty or departmental office 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 consent forms, answer "NA." Please forward copies of the completed informed consent to Gina Kamwithi.

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.

PART III (continued)

12. If you will be using children under 18, explain in detail how you will obtain consent. If consent will be obtained orally, supply a script of what you will say and how you will give the children 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. a. If the subjects' personal files (school, medical, etc.) will be read, where are the files kept and who will gather the information?

b. Has permission been obtained to gather this information? (Attach documentation)

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

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

b. If so, explain the qualifications of the person(s) interpreting the results.