OLYMPIC COLLEGE

Institutional Review Board

Expedited Review of Research Form

Date Submitted: **Protocol Number:** _____

Human subject research activities involving no more than minimal risk to the subjects may be eligible for expedited review by Olympic College's Institutional Review Board (IRB) Chair. The Executive Director of the Office of Institutional Effectiveness (OIE) is authorized to make the first determination of eligibility for expedited review; however, the Chair of the IRB bears the responsibility for concurring in that determination based on information provided by the principal investigator.

Research activities eligible for expedited review:

Expedited proposals do not require a full IRB review as outlined in section 46.110 of the Code of Federal Regulations, Title 45, Part 46. When a proposal is determined to be expedited, the proposal will be reviewed by the IRB chairperson and/or a reviewer(s) appointed by the chairperson. If the proposal is accepted, the full IRB will be notified of the decision and the reviewer(s) will notify the principal investigator in writing that the proposal has been approved. If the reviewer determines that the proposal should not be approved, the proposal will then be submitted for a full IRB review.

Expedited review may also be used to review minor changes in previously approved research. Questions about whether a research activity may be appropriate for expedited review can be directed to the Executive Director of the OIE.

Date Submitted	**Project Title**		
Principal Investigator/Project Director	**Department**	**Phone Ext**	**Email**
Co-Investigator	**Department**	**Phone Ext**	**Email**
Co-Investigator/Student	**Department**	**Phone Ext**	**Email**

Projected Duration of Research	**Project Start Date**	**Grant affiliation (if none, put "NA")**
Other organizations and/or agencies, if any, involved in the study		

Expedited Review Category (see categories on page 1–check one) 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐

SUMMARY ABSTRACT: Please supply the following information below: BRIEF description of the participants, the location(s) of the project, the procedures to be used for data collection, whether data will be confidential or anonymous, disposition of the data, who will have access to the data. Attach copy of the Informed Consent Form and/or the measures (questionnaires) to be used in the project.

Summary

Purpose Statement

Research Questions

How this study will contribute to existing knowledge in the field

Description of Participants

Recruitment

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Location(s) of the project

The procedures to be used for data collection

RESPONSIBILITIES OF THE PRINCIPAL INVESTIGATOR:

- Any additions or changes in procedures in the protocol will be submitted to the IRB for written approval prior to these changes being implemented
- Any problems connected with the use of human subjects once the project has begun must be communicated to the IRB Chair
- The principal investigator (PI) is responsible for retaining informed consent documents for a period of three years after the project.
- The PI should include with the IRB submission a confirmation that the research has been approved by the Olympic College chairperson(s) and Dean(s) of the academic area(s) where the research will be conducted.
- The PI shall notify Olympic College's IRB chairperson when the research proposal has been approved or modified by another institution's IRB.
- The principal investigator will provide a copy of the final research results to the chairperson of Olympic's IRB.

Signature of Principal Investigator/Project Director	Date
Signature of Faculty Advisor (if student project)	Date
Signature of Dean/Division Chair	Date

FOR COMMITTEE USE ONLY	
Signature of IRB Chair	**Date**
IRB Chair: Check appropriate box ☐ Approved ☐ Approved w/restrictions ☐ Refer to Full Committee Review	
Type of Review (as determined by IRB): ☐ Exempt ☐ Expedited ☐ Full Review	

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ELEMENTS OF INFORMED CONSENT

Researchers must obtain the signed ***informed consent*** of participants. For those less than 18 years of age, the researcher must obtain the signed informed consent of parents or legal guardian and all reasonable attempts must be made to obtain each participant's ***assent***, which is defined as the participant's agreement to participate in the study.

The informed consent must include the following in sequential order and in language which the participants can understand:

1. Statement of purpose of the study.
2. Short description of methodology and duration of participant involvement.
3. Statement of risks/benefits to the participants.
4. Statement of data confidentiality.
5. Statement regarding the right of the participant to withdraw from the study at any time without negative consequences.
6. An offer to answer any questions the participant may have.
7. Contact information (phone number) of all Principal Investigators, and also contact information for Olympic College's Institutional Review Board.
8. Line for signature of participants and/or parents or legal guardian except for questionnaire research in which return of questionnaire gives implied consent.
9. Statement that participant is 18 years of age or older unless parent or legal guardian has given consent.

In situations where participants will be **deceived**, items 1 and 2 are omitted and participants are told (on the signed form) that disclosure of the purpose and/or methodology could bias the outcome of the study. In this case, **after the study is complete,** each participant must be presented with a description of the purpose and methodology as carried out and this document must be signed by the participants "after the fact" in order to guarantee informed consent.

Olympic College

***SAMPLE* INFORMED CONSENT**

The following suggestions **are offered as guidelines**. The exact language is the decision of the researcher. Keep in mind, however, that the Institutional Review Board must determine if the participants will be giving ***informed consent*.** (Note: that in the case of children, it is ***assent***).

Dear (student, parent, sir, madam, etc.):

We are conducting a study to determine _____. In this study, you (your child/ward) will be asked to _____. Your participation should take about _____ minutes.

There are no risks to you (your child/ward).
or
The only risks to you (your child/ward) include _____.

All information will be handled in a strictly confidential manner, so that no one will be able to identify you (your child/ward) when the results are recorded/reported. Your (your child's/ward's) participation in this study is totally voluntary and you may withdraw at any time without negative consequences. If you wish to withdraw at any time during the study, simply _____.

Please feel free to contact _____ (names(s), title(s) of principal researchers) at _____ phone) if you have any questions about the study. Or, for other questions, contact Olympic College's Director of Planning, Assessment and Research (phone).

If the participant is of age (18 years old or older), use:
I understand the study described above and have been given a copy of the description as outlined above. I am 18 years of age or older and I agree to participate.

_____
Signature of Participant Date

If the participant is not of age, use:
I understand the study described above and have been given a copy of the description as outlined above. I agree to allow my child/ward to participate with his/her assent when possible.

_____
Signature of Parent/Guardian Date

ASSENT format:
I understand what I must do in this study and I want to take part in the study.

_____
Signature of Child/Ward Date