OLYMPIC COLLEGE

Institutional Review Board

Research Project Form

Protocol Number: _____

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		

Mandatory Training: Indicate the training and education, if any, completed in the protection of human subjects or human subjects' records. ☐ NIH ☐ CITI ☐ HIPAA ☐ Other Date of Training:

Do any of the investigators or personnel listed on this research have a **potential conflict of interest** associated with this study?

☐ Yes ☐ No If yes, identify the individual.

REQUIRED DOCUMENTATION FOR ALL PROJECTS

I. Project Information:

A. Project Activity Status:

☐ New Project ☐ Periodic Review of Continuing Project ☐ Revision to Previously Approved Project

B. This project involves Olympic College students

☐ Yes ☐ No

C. Human Subjects from the following populations will be involved in this study

☐ Children & Youth under 18
☐ College Students
☐ Educationally Disadvantaged
☐ Economically Disadvantaged
☐ Individuals w/Mental Disabilities
☐ Prisoners
☐ Elderly
☐ OC Employees
☐ Other -

D. Expected number of participants (subjects) to be studied: 300

E. Location of Study: ☒ Bremerton ☐ Poulsbo ☐ Shelton ☐ Other -

F. Project Type (Check all that Apply)

☐ Faculty Research
☐ Thesis or Dissertation
☐ Undergraduate Research
☐ Federal Grant (source)
☐ Non-federal grant (source)
☐ Student class project (under faculty direction)
☐ Other, specify

II. Survey Techniques: Check applicable category if the only involvement of human subjects will be in one or more of the following categories:

☐ Research on normal educational practices in commonly accepted educational settings
☐ Research involving educational tests (cognitive, diagnostic, aptitude, achievement)

☐ Research involving survey or interview procedures

☐ Research involving the collection or study of existing data, documents, records, archives, specimens

III. Which methods will this study include? (check all that apply or specify other)

☐ Descriptive	☐ Summative	☐ Qualitative
☐ Ethnographic	☐ Longitudinal	☐ Quantitative
☐ Experimental/Control Design	☐ Oral history	☐ Field work
☐ Formative	☐ Phenomenological	☐ Other, specify:

IV. Risk and Benefits. Does the research involve any of these possible risks or harms to subjects? (Add'l Info may be requested)

☐ Use of deceptive technique	☐ Financial standing, employability, reputation	☐ Other, specify
☐ Use of private records		
☐ Possible invasion of privacy	☐ Criminal, civil or legal liability	

☐ Presentation of materials which subjects could consider sensitive, offensive, threatening, degrading or dangerous

☐ Any probing for personal or sensitive information in surveys, interviews or questionnaires

☐ Manipulation of psychological or social variables such as sensory deprivation, social isolation, psychological stresses

REQUIRED NARRATIVE DESCRIPTION FOR ALL PROJECTS

V. Abstract Describing Project and Purpose. Include a description of all experimental methods to be used and design and program activities. What is the expected outcome of the research and how will research findings be used? What measures or observations will be taken in the study? What are the procedures for data collection? If any questionnaires, tests or other instruments are to be used, *include a brief description and a copy of such instrument*.

VI. Protocol. Who will be the research subjects? How will they be solicited or contacted? Include a *copy of recruitment letters or other recruitment materials* with this document. How much time will be required of each subject? Describe procedures to which humans will be subjected, i.e., what will be done or to the research participants – *use additional pages if necessary*.

VII. Precautions. What steps will be taken to insure that each subject's participation is voluntary? What, if any, inducements will be offered to the subjects for their participation?

VIII. Confidentiality of data. Describe the methods to be used to ensure the confidentiality of data obtained, including limited data access, plans for publication, and the disposition or destruction of data, etc.

IX. Consent. *Attach* a copy of all consent forms to be signed by the subjects and/or any statements to be read to the subject.

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 (except in case of immediate hazards to the subject).
- 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 3-years after the project.
- The principal investigator is responsible for complying with federal, state, and local laws regarding the protection of human participants in research (see the DHHS *Code of Federal Regulations, Title 45, Part 46* and the *Belmont Report*).
- The PI should include with the IRB submission a confirmation that the research has been approved by the unit administrator where the research will take place.
- If the IRB requires modifications in the project prior to approval, the IRB will notify the PI who can then make changes and resubmit application for final approval.
- The PI will provide a copy of the final research results to the chairperson of Olympic College's IRB.

I certify that the protocol and method of obtaining informed consent as approved by the Institutional Review Board will be followed during the period covered by this research project. Any future changes to the research project will be submitted to the IRB for review and approval prior to implementation.

Principal Investigator Signature	**Date**	**Co-Investigator/Student Signature (if appropriate)**	**Date**
Division Dean/Director Signature		**Date:**	

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

FOR EXEMPT PROJECTS

Exempt: IRB Chair selects one based on the following definitions **1**☐ **2**☐ **3**☐ **4**☐ **5**☐ **6**☐

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (2) of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
5. Research and demonstration projects which are conducted by or subject to the approval of Department or Agency heads, and which are designed to study, evaluate, or otherwise examine: (i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.
6. Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

Routing Instructions
1) IRB Chair (Director of Institutional Research & Effectiveness)