Harper College

HARPER COLLEGE INSTITUTIONAL REVIEW BOARD
Secondary Application

I. Basic Information

_____
Title of Research Project

_____
Principal Investigator/Project Director

_____
Email Address Phone Number

_____
Co-investigator (If Applicable)

_____
Email Address Phone Number

Projected Start Date: _____ Projected Duration of Research: _____

Other organizations and/or agencies, if any, involved in the study: _____

Project Classification: _____ New Project _____ Periodic Review of Continuing Project

II. Summary Abstract

***Note:* Please identify the section and item from the home institution's IRB application that addresses the following questions.**

A. Objectives/Goals of the Research

What are the goals of the research to be conducted? What are the research questions?

B. Subjects/Participants in the Research

Who will be the participants in the research? How many participants do you anticipate?

C. Solicitation of Subjects' Participation

How will participants be contacted? Any incentives given for participation?

D. Location of Research

What are the different locations that the research will be conducted? Has permission been obtained for research to be conducted outside of Harper College?

E. Methods to be used for Data Collection

What are the various procedures that will be used in collecting the data?

F. Benefits/Risks

Describe the potential benefits and risks associated with your study.

G. Disposition / Confidentiality of Data

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

H. Dissemination of Results

Describe how the results of the research will be disseminated. How will the results be shared? Please note: a copy of the final report/results will be due to the IRB upon completion.

III. Protocol

Please attach a copy of all the protocol to be used in the study. This includes questionnaires, surveys, recruitment letters, flyers, interview questions, focus group questions, etc.

IV. Human Subjects Protection (HSR) Certification

The Harper College IRB requires all researchers conducting human subjects research to complete the "Human Subjects Protection (HSR) training through CITI Program. Please share a copy of your completion certificate from CITI Program.

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V. Consent Forms

Please attach a copy of all consent/assent forms to be signed by the participants and/or any statement to be read to the participants regarding their participation in the study.

VI. Please read and sign

I certify that the information provided in this application, and in all attachments, is complete and correct.

I understand that I have ultimate responsibility for the protection of the rights and welfare of human subjects, the conduct of this study, and the ethical performance of this project.

I agree to comply with all Harper College policies and procedures, and all applicable federal, state, and local laws regarding the protection of human subjects in research.

I certify that:

- The project will be performed by qualified personnel in accordance with the Harper IRB Manual., as defined by
- The equipment, facilities, and procedures to be used in this research meet recognized standards for safety
- No change will be made to the human subjects protocol or consent form (s) until approved by the Harper College IRB
- Legally effective informed consent or assent will be obtained from human subjects as required
- Unanticipated problems, adverse events, and new information that may affect the risk-benefit assessment for this research will be reported to the Harper College IRB Office
- Student and guest investigators on this project are knowledgeable about the regulations and policies governing this research
- I agree to meet with the principal investigator(s), if different from myself, on a regular basis to monitor study progress
- If I am unavailable, as when on sabbatical or other leave, including vacation, I will arrange for an alternate investigator to assume responsibility during my absence. I will advise the Harper College IRB by letter of such arrangements.

I further certify that the proposed research has not yet been done, is not currently underway, and will not begin until IRB approval has been obtained.

Principal Investigator Approval

_____

Signature

_____

Date