

**USE OF HUMAN SUBJECTS IN RESEARCH APPLICATION**

All students, staff, and faculty conducting research at the College that involves the participation of humans as subjects of research must ensure that participation is voluntary and that risks are minimal. All potential physical, psychological, emotional, and social risks should be considered and explained to the participants in the study. This explanation must be clear, in letter form, and accompanied by a written consent form the participants must sign prior to their participation in the study. The IRB Committee may waive the requirement for the investigator to obtain a [signed consent](http://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html#46.117) form for some or all subject if it finds either:

* The only record linking the subject and the research would be the consent document and the principal risk would be potential harm resulting from a breach of confidentiality. Each subject will be asked whether the subject wants documentation linking the subject with the research, and the subject's wishes will govern; or
* The research presents no more than minimal risk of harm to subjects and involves no procedures for which written consent is normally required outside of the research context.

Similarly, the researcher must explain to the participant the benefits, the course of study, and purpose of the intellectual inquiry. Participants must not be asked to expose themselves to risk unless the benefits to the participants or society are commensurate. Please note that in most cases, keeping the participants’ identifiers (name, SSN, student #, address, phone #, etc.) confidential significantly minimizes risks.

Please complete the following form and attach all required documentation for your proposed research study. Submit your materials to Jennifer Tuia, Director of Institutional Research at [jtuia@spscc.edu](mailto:jtuia@spscc.edu). Your application will be reviewed by the SPSCC Institutional Review Board, comprised of a group of college faculty and administrators consisting of no less than five individuals. The IRB will determine if the application needs a full review or is exempt from IRB review.

1. Date:
2. Research project title:
3. Name of principal investigator(s):
4. Phone number:
5. Email address:
6. Briefly summarize the nature and purpose of your research project. Describe the central question or issue the project will be exploring.
7. How will the subjects be selected or recruited for participation in the project? Describe the sample size, demographic requirements, and location of where participants will be recruited.
8. Will members of physically, psychologically, or socially vulnerable populations be specifically targeted? (examples include: children, pregnant women, prisoners, disabled, elderly, economically or educationally disadvantaged persons)
   1. Yes (Describe how informed consent will be obtained)
   2. No
9. How will you conduct your investigation? Describe the activities the subjects will perform or how the subjects will be used. Please attach any materials that you will use in the exact format it is to be given to participants. Include all recruitment materials.
10. Describe the nature of any possible risks to the human subjects and the methods that will be used to minimize the risks. If applicable, please attach a copy of the informed consent form.
11. If any deception or withholding of complete information is required for this project, explain why this is necessary and attach a protocol explaining if, how, when, and by whom subjects will be debriefed.
12. Describe the anticipated benefits to be gained by the study, both to the individual and to the advancement of scientific knowledge. Include any compensation, such as monetary payment or academic credit that you may offer as part of the study.
13. Are you considering making your work public? If so, how?
14. Describe methods proposed to assure confidentiality of any individually identifiable data and plans for destruction of records if necessary. Attach a copy of the cover letter that describes the study to the participants that includes assurances (or not) of confidentiality.

**Principal Investigator: I understand the procedure for using human subjects for research in association with South Puget Sound Community College, and that these activities cannot be initiated without prior review and approval by the SPSCC Institutional Review Board.**

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Signature of Principal Investigator(s)

Institutional Review Board Use

Determination:

\_\_\_Approved

\_\_\_Not Approved

\_\_\_Exempt ( [46.101 (b) of 45 CFR 46](http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html" \l "46.101(b)) )

Signature 1: Institutional Research Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature 2: Academic Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature 3: Associate Dean:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature 4: Faculty Member 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature 5: Faculty Member 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_