IRB Application Guidelines

The Intuitional Review Board Application is an interactive pdf form. Information can be entered directly into the form. Once it is saved, it can be emailed it back to irb@hccs.edu. The information in the Guidelines is designed to clarify what to be included in the Application. If there are additional questions, please email them to irb@hccs.edu and include a contact number.

Section I General Information

Section I covers general information about the researcher and the proposed project.

The date of submission is the date on which it is emailed to irb@hccs.edu.

Check New if this is the first submission of the proposed research proposal; Continuing if the project has been approved but changes are being requested; and Modification if this is a revision from the initial submission as requested by the IRB.

Principal Researcher (PR)
- Name of individual who will be doing the research.

Institutional Affiliation
- Name of the institution for which the individual is doing the research. This could be the institution where the PR is a student or faculty member.

Researcher Title
- Title of individual who will be doing the research.

Researcher E-Mail Address
- Email address where all correspondence should be sent.

Researcher Phone Number
- List the primary phone number that can be used to contact the PR if there are questions about the proposal.

Researcher Alternate Number
- Optional. Complete if there is an additional phone number that can be used to contact the PR.

Researcher Mailing Address
- Mailing address where correspondence can be sent.

Co researcher
- Provide information on other researchers who will be directly involved in the proposed project. These may include dissertation chairs who will have access to any individually identifiable information that is collected.

Project Title
- Provide a reference name for the project. This can be the title of the dissertation.

Reason for research
- List the reason the research is being proposed. This could include dissertation, course requirement, HCC vendor research, HCC study, or grant project.

Proposed Start Date
- Date on which it is proposed that research begin.

Proposed End Date
- Date on which it is proposed that research end, typically less than 12 months.

HCC Locations
- List the HCC campuses or facilities that have been identified where the research will occur.

HCC Sponsor
- List any HCC employees the PR will be working with to assist with logistics, including recruiting participants. While PRs are responsible for coordinating the project, it is recommended that PRs who are not affiliated with HCC identify a liaison to assist them. This is often some one at the location where the research will occur.

Source of Funding
If appropriate, indicate sources of funding for the research project. This is optional for non-HCC Applications. Those affiliated with HCC must list funding sources.

External
If the funding sources or sponsors are external to HCC, list them here. These might include NSF, THECB, private foundations, universities etc.

Internal
If the funding sources or sponsors relate to HCC initiatives like Chancellor’s Innovation Grants and internal projects, list them here.

Other
List funding sources that are not grant-related, including personally funded.

Human Subjects Training
All researchers involved in research projects involving human subjects must complete training that has been approved by a federal agency. Provide information on the date the training was completed and the type of training taken. HCC recommends the on-line training provided by the NIH, but evidence of other training programs is also accepted. The free NIH training can be accessed at this url: http://phrp.nihtraining.com/users/login.php

Section II Overview Questions
Section II is a list of questions that will assist the IRB members in making a determination (1) if the project is considered to be research according to the Federal guidelines and (2) the level complexity of the review process.

Please check either Yes or No for each question.

Section III Description of the Research Study
Section III focuses on the project itself and will assist the IRB members in understanding the proposed research project and in determining how the Principle Researcher will address key issues related to the protection of human subjects.

1. PURPOSE OF THE STUDY
In one or two paragraphs, summarize the objectives of the research. Use language appropriate for people outside of your field of study. Do not cut and paste from long, complex sources, including dissertation or grant proposals.

2. RESEARCH QUESTION
The proposed project must meet the federal definition of research. Briefly state the hypotheses and research questions to be studied. Explain any technical terminology that is specific to the field of study.

3. RECRUITMENT OF SUBJECTS
Explain who the subjects will be and how will they be recruited. Include as attachments samples of recruitment flyers or similar documents that will be used. Define any assistance from HCC faculty or staff that will be needed.

4. PROCEDURES AND DATA COLLECTION
Describe the research procedures to be used, especially any experimental and interventional procedures (interviews, surveys, focus groups, observation, review of existing records, etc.). Provide copies of any survey instruments, including questions that may be asked as part of an interview process. If applicable, a copy of the questions as approved by the PR’s home institution must be included as part of this application.
All data collection and analysis are subject to the legal and procedural requirements of Houston Community College and other local, state and federal regulations. For certain types of data, it may be necessary to request approval from the HCC General Counsel’s Office. This is the responsibility of the Principal Researcher.

5. USE OF DECEPTION
If deception is to be used, explain clearly how it will be used. Explain why it is integral to the proposed research; how it will be conducted; and how participants will be debriefed.

6. USE OF HCC RECORDS
Explain any need for paper or electronic data, documents, or records belonging to HCC be used. These might include data from HCC’s PeopleSoft system, curriculum materials that have been developed by HC faculty, student participation information that is part of on-line courses, student service records and the like.

For certain types of data, it may be necessary to request approval from the HCC General Counsel’s Office. This is the responsibility of the Principal Researcher.

7. RISK ASSESSMENT
Describe your assessment of possible risks to the subjects involved in the proposed research that may be presented by the procedures stated in the Procedure and Data Collection section, including any physical, psychological, social, economic, legal, or confidentiality risks. Explain and assess the levels of risks.

8. RISK MANAGEMENT
For each possible risk presented, explain what will be done to minimize such risks or to respond to any adverse events, should they occur. Define the possible worst-case scenarios, and how they will be minimized. Explain how will any adverse effects on subjects be handled or remedied. Explain how the subjects will be informed of the risks to which they will be subjected, including informed consent procedures.

9. COSTS ASSOCIATED WITH PARTICIPATION
List any costs to the subjects by related to participation in this research. These costs may include transportation, time, parking, etc.

10. COMPENSATION/REIMBURSEMENT
If any compensation or reimbursement to subjects in this research will be given, explain in detail what these may be. Compensation may include monetary items like gift cards and non-monetary benefits like course credit or extra credit.

11. BENEFITS
Explain the likely benefits of this research to the participants, other than any compensation described above. Explain how the study will benefit others or contribute to the field of research.

12. CONFIDENTIALITY
a. Describe the procedures to be used to maintain the confidentiality of any individually identifiable data (including any social media, videotapes and/or audiotapes of the participants). This may include storage and coding of records.
b. Security of any personally identifiable information is essential to maintaining confidentiality. Explain where the research records will be maintained, who will have access to them, any coding or other steps that will be taken to separate participants’ names from research data, and how long individually identifiable data will be retained.

c. If anyone other than those listed in the application will have access to individually identifiable data, describe who they are and the purpose of such disclosures. These may include, but are not limited to presentations at workshops, conferences, dissertation committee, committee meetings etc. If none, state so.

13. DISSEMINATION OF DATA/RESULTS
Identify all methods of publicly dissemination of the results of the research, including but not limited to, meetings, journals, academic conference, thesis or dissertation, etc.

14. USE OF OUTCOMES/RESULTS
Explain how the research findings will be used. Examples might include in publications, presentations, grant reports, HCC decision-making, and discussion in that are part of committees.

15. OTHER DOCUMENTATION AND APPROVALS
If the proposed research study has been reviewed and approved by another institution, explain where, why and the outcomes of the review. Provide as attachments copies of any documents that demonstrate approval of the proposed research.

16. INFORMED CONSENT
Informed Consent is required for most IRB projects. Explain how informed consent will be obtained. Provide as an attachment a copy of an Informed Consent Form to be signed by the participants.

Section IV Checklist
To be considered complete, the applicable items below must be included as attachments to the proposal. All attachments must be sent electronically as part of the Application. Check only those items that are related to and included in this proposal.

1. An Informed Consent Form will be used and is provided with this protocol.
   If the Informed Consent been reviewed by a committee at another institution, attach a copy of the approved documents.

2. All Researchers (Principal Researcher and Co-PRs) have completed computer based training on the protection of human subjects and a copy is provided.
   This is the certificate that is issued at the completion of training.

3. This protocol uses questionnaires/surveys/instruments and the final format is attached.
   If these have been reviewed by a committee at another institution, attach copies of the approved documents.

4. Résumé or Curriculum Vitae (CV) of Principal Researcher is attached.
Include a copy of the most recent résumé or Curriculum Vitae (CV).

5. Copies of recruitment flyers/letters are attached.

If any flyers are to be used, to assist with recruiting subjects, include drafts.

6. If this protocol has already been approved by another institution, their IRB approval letter is attached.

If the proposed research been reviewed by an IRB at another institution, attach a copy of the approval document.

7. Government issued photo ID of Principal Researcher included.

This may be a copy of a driver’s license or passport.