Houston Community College

Institutional Review Board (IRB) Application Guidelines

All HCC Institutional Review Board Correspondence must be sent to irb@hccs.edu.

All information requested on the form must be provided on the form with the requested attachments. Incomplete applications will be returned.

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

Notification of receipt of the Application materials will be sent via email. Depending on the HCC work schedule, proposals will be reviewed within four to six weeks from the date received and notification emailed to the Principal Researcher.

Approval from the HCC IRB does not imply that all approvals necessary to conduct the research project at HCC have been granted. Other approvals may be necessary.

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 and received by **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 conducting the research. This will be the primary contact for all IRB correspondence.

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

Principal Researcher Title
Title of the individual who will be conducting the research. If the research is related to a dissertation or thesis, the Researcher Title is Student.

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

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

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

Principal Researcher Mailing Address
Mailing address where postal correspondence can be sent if necessary.

Co-Researcher/Dissertation Chair/Faculty

Co-Researcher: Provide information on other researchers who are directly involved in the proposed project and/or may have access to any individually identifiable information/data to be collected

Dissertation Chair/Faculty: Required for research related to the completion of a degree or course work. Dissertation Chair or other faculty contact information is required for all proposals related to a dissertation, candidacy project, thesis or other education-related project in which a student is a Primary Researcher. Include the name(s) of the Chair or faculty members over-seeing the research.

If necessary, this information can be provided as an attachment.

Institutional Affiliation
Name of the institution of the Co-Researcher/Dissertation Chair/Faculty.

Title
Title of the Co-Researcher/Dissertation Chair/Faculty.

E-mail Address
Email address where the Co-Researcher/Dissertation Chair/Faculty can be contacted if necessary.

Phone Number
Phone number where the Co-Researcher/Dissertation Chair/Faculty can be contacted if necessary.

Date HCC IRB Proposal Reviewed by Chair
Required only for projects on which the principal researcher is a student. Provide the date on which the HCC IRB proposal was reviewed by the PR's dissertation chair or faculty overseeing the research.

Project Title
Provide a project title that will be used as 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. If the research is related to a dissertation, state Dissertation. Note if the research is grant-related.

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.

Proposed HCC Location(s) for Research
List the HCC campuses or facilities that have been identified where the research will occur.

HCC Liaison (if applicable)
List the name(s) and title(s) of any HCC employees the PR will be working with to assist with logistics related to the research. While PRs are responsible for coordinating the project, it is suggested that PRs who are not affiliated with HCC identify a liaison to assist them. This is often someone at the location where the research will occur or the Dean or Chair of the discipline where students or faculty will be research subjects. Liaison must be contacted prior to the submission of the IRB Application.

Note that the HCC Office of General Counsel has determined that HCC resources cannot be used to support third party research.

HCC Liaison email (if applicable)
Provide the email of the HCC Liaison, as applicable.

Principal Researcher's verification of Human Subjects Training (attach copy of certificate).
All PRs involved in research projects involving human subjects must complete training that has been approved by a federal agency. This is the responsibility of the researcher and is often sponsored by the affiliated institution. For independent researchers, training can be obtained from any provider.

Possible providers include:

Protecting Human Research Participants (PHRP) Online Training
https://phrptraining.com/#!/

CITI Human Subjects Research (HSR)
https://about.citiprogram.org/en/series/human-subjects-research-hsr/

Type
Provide the name of the training provider used

Date Completed
Provide the date the training was completed.

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 complexity level of the review process.

Check either Yes or No for each question.

Responses must be supported by information provided in Section III.

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. Responses must be clear and complete.

Use language appropriate for HCC's IRB members outside of the field of study. Explain and/or define any acronyms or abbreviations used. Avoid cutting and pasting from other documents, including funding proposals, online materials, master's thesis, or doctoral dissertation proposals.

Note that the HCC Office of General Counsel has determined that HCC resources cannot be used to support third party research.

Item 1 PURPOSE OF THE STUDY
In one or two paragraphs, summarize the objectives of the research. Language should be appropriate for people outside of the field of study. If any technical language is used, it must be defined or explained. Do not cut and paste from long, complex sources, including dissertation or grant proposals.

Item 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.

Item 3 RECRUITMENT OF SUBJECTS

A. Explain who the subjects will be. Subjects include any HCC data sets that will be used.

B. Indicate the number of subjects to be identified or recruited.

C. Explain the process and procedures for identifying or recruiting subjects.

D. Define any involvement of HCC faculty or staff that will be needed.

E. Include as attachments samples of recruitment flyers or similar documents that will be used. *HCC Office of General Counsel prohibits the use of HCC student emails for third party research*.

Item 4 PROCEDURES AND DATA COLLECTION

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 through the HCC General Counsel's Office. Information is located at this url: https://www.hccs.edu/departments/general-counsel/ This is the responsibility of the Principal Researcher.

A. Describe the research procedures to be used, especially any experimental and interventional procedures (interviews, surveys, focus groups, observations, review of existing records, etc.).

   Provide detailed descriptions of any HCC data that will be accessed, including the data type, sources, and methods of obtaining the data.

B. Indicate if any direct contact with subjects is planned.

C. Describe and 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 affiliated institution must be included as part of this application. Use of class time of students is discouraged. If direct observation, describe the processes to be employed.

D. Estimate how much time will be required of each subject.

Item 5 INFORMED CONSENT

Informed Consent is required for research projects that involve students and/or employees involved in interviews, surveys, focus groups, observation etc.as delineated in the Common Rule and Federal guidelines.

A. Indicate it Informed Consent is required

B. If Informed Consent is not to be obtained, explain the reasons it is not required.

C. Explain how informed consent will be obtained.

D. Provide as an attachment a copy of the Informed Consent Form to be signed by the participants. If applicable, this form should be reviewed and approved by the PR's Affiliated Institution listed in Section I.

Item 6 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.

Item 7 USE OF HCC RECORDS
Explain any need for paper or electronic data, documents, or records belonging to HCC that will be used. These might include data from HCC's website, files from HCC's PeopleSoft system or other HCC data sources, curriculum materials that have been developed by HCC faculty, student information that is part of on-line courses, student service records, student artifacts, and similar materials.

For certain types of data, it may be necessary to request through the HCC General Counsel's Office. Information is located at this url: https://www.hccs.edu/departments/general-counsel/ This is the responsibility of the Principal Researcher.

Item 8 RISK ASSESMENT AND MANAGEMENT
Address all risk factors even though they appear be to minimal.

A. Describe any foreseeable 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.

B. Explain and assess the levels of risk (minimal, moderate, high). For each possible risk presented, explain what will be done to minimize such risks. Explain how the researcher will respond to any adverse events, should they occur.

C. Explain how the subjects will be informed of the risks to which they will be subjected, including informed consent procedures and documents.

D. Define the possible worst-case scenarios and how they will be minimized. Explain how any adverse effects on subjects will be handled or remedied.

Item 9 COSTS ASSOCIATED WITH PARTICIPATION
Explain any costs to the subjects related to participation in this research.

These costs may include subject's time, including time involved with completing surveys, participating in interviews or focus groups, etc. Include any costs related to transportation or other expectations required of research subjects.

Item 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.

Item 11 BENEFITS
Benefits are used to determine the possible impact of the research project.

A. Explain any benefits of this research *to the subjects*, other than any compensation described above.

B. Explain how the study will benefit others or contribute to the field of research.

C. As applicable, describe any benefits to HCC.

Item 12 CONFIDENTIALITY

A. Describe the measures taken to maintain the confidentiality of any individually identifiable data. Include any specifications related to social media, videotapes and/or audiotapes of the participants. This must include procedures related to storage and coding of records.

B. In general all electronically stored personally identifiable data must be encrypted. Security of any personally identifiable information is essential to maintaining confidentially. 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. Identify any individual other than the researcher identified in Section I who will have access to any individually identifiable data.

D. If anyone other than those listed in Section I will have access to individually identifiable data, describe who they are and the purpose of such disclosures.

Item 13 DISSEMINATION OF DATA/RESULTS

Identify all methods of public dissemination of the results of the research, including but not limited to, professional presentations, meetings, journals, academic conference, thesis or dissertation, etc.

Item 14 OTHER DOCUMENTATION AND APPROVALS

A. Indicate if this is part of an agreement or MOU with another institution or is grant-related.

B. If this is part of an agreement or MOU with another institution or is grant-related explain here and send as an attachment a copy of the completed agreement or MOU.

C. This relates to review from other Institutional Review Boards. This is a requirement for research related to dissertations or other research related to an individual's educational activities.

D. This relates to approval from other Institutional Review Boards. This is a requirement for research related to dissertations or other research related to an individual's educational activities.

E. If the proposed research study has been reviewed and/or approved by another institution's IRB, explain where, why and the outcomes of the review. Provide as attachments copies of any documents that demonstrate approval of the proposed research.

F. Indicate if the proposed research study will be reviewed and approved by another institution's IRB.

G. Explain when the review will occur. This is required for research related to dissertations/candidacy projects.

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.

ITEM 1 Résumé or Curriculum Vitae (CV) of Principal Researcher is attached.
Include a copy of the most recent résumé or Curriculum Vitae (CV).

ITEM 2 A copy of the Principal Researcher's human subjects training certificate is attached.
Required of all PRs.

ITEM 3 If required, an Informed Consent Form is provided with this protocol.
Attach a copy of the approved documents.

ITEM 4 If used, the final format of all questionnaires, surveys, instruments is attached.
If this protocol uses questionnaires/surveys/instruments, the final format is attached.
Attach copies of the approved documents.

ITEM 5 If used, copies of recruitment flyers/letters are attached.
If any letters/flyers/emails are to be used to assist with recruiting subjects, including drafts, attach documents.

ITEM 6 If this research protocol requires approval by another institution's IRB, the IRB approval letter is attached (required for all research related to dissertations).
If the research protocol has already been approved by another institution, their IRB approval letter is attached. Required for all research related to dissertations/candidacy projects.

CERTIFICATION
All proposals to the HCC IRB must include certification of the information provided.
Provide the name of the Principal Researcher.
Indicated the date certified.

SUBMISSION PROCESS
The completed proposals must be saved as a pdf and emailed to irb@hccs.edu with all attachments.

Incomplete proposals will be returned.

Depending on the HCC work schedule, proposals will be reviewed within four to six weeks of submission and Principle Researchers notified of the results.

Questions may be emailed to irb@hccs.edu