

Black Hawk College
Summary of Research Involving Human Subjects
FORM B

*A member of Black Hawk College faculty must be principal investigator, co-investigator or faculty sponsor for projects utilizing human subjects in research. The faculty member is considered the responsible party both for content of the application and for subsequent supervision of the project. In order to facilitate project approval, it is necessary that the application is complete and that all required information is included in the application. Delays in approval are frequently a result of insufficient information. Insert N/ A if not applicable.

Principal Investigator(s)* _____

Check one: Faculty _____ Undergraduate _____ Staff _____

Department _____ Phone number _____

Mailing Address _____

Email _____

Faculty Sponsor* (if applicable) or Co-investigator _____

Check one: Faculty _____ Undergraduate _____ Staff _____

Department _____ Phone number _____

Mailing Address _____

Email _____

Co-investigator _____

Check one: Faculty _____ Undergraduate _____ Staff _____

Department _____ Phone number _____

Mailing Address _____

Email _____

Project Title

Course Number and Name (if research is a class project)

Proposed Starting Date _____ Proposed Completion Date _____
MM/DD/YY MM/DD/YY

Filing Status (Please check one)** Exempt Nonexempt

Note one year limitation for Research Review

****The IRB should receive four (4) COPIES OF ANY Exempt proposal and ten (10) copies of any Nonexempt proposal.**

OFFICE USE ONLY - PLEASE DO NOT FILL IN

Date Received _____ Copies to _____

Review Date _____ Action Taken _____

PLEASE ATTACH THE INFORMATION BELOW TO FORM B

If you are eligible for exempt status, include items 1-5 and skip questions 6-11. If you are applying for nonexempt status, please answer all questions, 1-11. All individuals must sign the investigator's assurance.

1. Briefly describe the methods and procedures to be used during this research project. Include: a short paragraph describing the purpose and objectives of this research and a description of the subject population.
2. Include a copy of any questionnaire, survey, testing instrument, participant instructions, etc. to be used in this project.
3. Describe the methods by which informed consent will be obtained from the subjects (include a copy of the informed consent document, survey, cover letter of instructions, etc.)
4. Provide information regarding any other approvals which have been or will be obtained (e.g., school districts, cooperating institutions).
5. Sign investigator's assurance.
6. Describe the overall purpose and primary objectives of the project.
7. Briefly describe the subject population (Le. sample) to be used. Also describe the procedures for identifying or obtaining the subjects, subject compensation (if any), and the research procedures to be used in treating or obtaining information from the subjects.

8. Briefly describe the procedures to be used to assure the confidentiality of subject data specifically addressing whether subjects will be identifiable from raw and/or refined data, how such data will be protected from non-project personnel, whether the identifiable data will be destroyed when no longer needed, and whether project publications will allow identification of individual subjects. Describe how subject's welfare will be safeguarded (e.g. through screening of risk-prone individuals or ensuring availability of psychological or medical aid). Where appropriate, describe also the methods to be used to ensure the confidentiality of subjects' data and/or responses.

9. Describe the potential risks to subjects that may result from the project. Provide a frank description of potential risks (physical, psychological, social, legal or other) to subjects, together with assessment of their likelihood and seriousness. If methods are to be used which create risks, explain why these methods are suggested in preference to others which might not entail such risks. If no risk is seen, indicate why unless it is obvious to a non-specialist.

10. Describe the potential benefits to subjects or society that may result from the project. Provide an assessment of the potential benefits of the investigation for both the research participants and society in general.

11. Provide an explanation of how the benefits of the project justify the risk to research participants.