



Institutional Effectiveness, Research, Planning, & Grants

IRB Application

Section A. General Information

Principal Investigator (PI)

First Name: _____ Last Name: _____

Institution/Organization: _____

Email: _____ Phone: _____

Are you a Cerritos College employee? Yes No If yes, what division/department?

Co-Investigator (if applicable)

First Name: _____ Last Name: _____

Institution/Organization: _____

Email: _____ Phone: _____

Project Title: _____

Project Type (Check the one that applies)

- Faculty research
- Federal grant application (list source)
- Nonfederal grant application (list source)
- Thesis or dissertation
- Other (specify)

Project Status (Check the one that applies)

- New project
- Revision to previously approved project
- Periodic review of continuing project

Project Dates

Start date: _____

End date: _____

Distribution of Findings

How will the findings of your study be used (e.g., dissertation, publish in journal, present at conference, etc.)?

(100 words or less)

Section B. Research Description, Sample, and Methods

Abstract Describing the Project and the Purpose

Describe the purpose of the research, what human participants will experience during the proposed research, and any hypotheses or expected outcomes of the study. Describe the scientific need or rationale for this study and the importance or significance of the knowledge to be gained.

(500 words or less)

Describe the Proposed Participant Population

Include the approximate number of participants and specific demographics. Clearly note all inclusion/exclusion criteria for participation and reasons for such inclusion/exclusion. Note if any special vulnerable populations will be purposefully sampled (e.g., minors under the age of 18).

(750 words or less)

Describe recruitment procedures

Describe the plan for recruiting participants and sampling procedures. If conducting experimental procedures on campus, note the location of the procedure. Clearance from instructors is required if experimental procedures will take place in class. If off campus, note whether permission has already been obtained and attach a letter of permission. Indicate when the experimental procedures will take place. Describe how any perceptions of coercion (e.g., students must participate in a survey to get extra credit) by the potential participants will be mitigated. Describe any compensation or incentives offered to potential participants.

Are the participants being offered one or more of the incentives to participate (such as money, extra credit for the class, etc.)? If so, please list the incentive(s):

(750 words or less)

Describe the design, the methods, procedures, and tools that will be used to collect data

Specify who the project participants or research subjects will be in the research. Provide the detail on how they will be solicited, recruited, or contacted. Provide recruitment correspondence and materials with this document. How much time will be required of each participant or subject? Describe in detail the procedures that will be used in this research and how they will be applied to individual participants. Attach additional pages if necessary. Describe your plan to ensure privacy and confidentiality of study participants, including the ways identifiable information will be collected, stored, and shared.

(200 words or less)

Elaborate on the procedures that ensure the protection of the identity of participants and in general how confidentiality will be maintained*

Describe where the information will be stored, for how long, and who will have access. Describe the final disposition procedures (will documents be shredded?) For recordings/video, indicate who will transcribe, when, and final disposition of materials.

(300 words or less)

Section C. Institutional Affiliation

Institutional Affiliation

Provide the following regarding your IRB approval from the institution/organization with which you are affiliated.

Do you have a faculty advisor?

Yes

No

If so, please provide the Faculty Advisor's email:

Enter email: _____

Confirm email: _____

Have you contacted someone at Cerritos College to sponsor/assist with your research?

Yes

No

If so, please provide the following:

First Name: _____

Last Name: _____

Department/Division: _____

Section D. Documents and Acknowledgement

Documents

Please indicate what documents you will be uploading/attaching, for example:

- Flyers, letters/e-mails of solicitation that will be distributed to the study subjects
- Questionnaires/surveys
- Interview/focus group protocols
- Copy of thesis/dissertation, approved proposal, or prospectus
- Informed consent
- Other

If the research is part of a research proposal submitted for federal, state, or external funding, submit a copy of the full proposal.

Section E. Type of Review

Indicate the type of IRB review you are applying for:

- Expedited Review - Received IRB approval/exemption at another organization or institution*
- Exempt Review - Analyzing data that has already been collected about Cerritos College students or employees
- Full Review - None of the above applies

*Please upload/attach and submit documentation indicating that your IRB application at the other institution/organization has been approved or is exempt from further review.

Acknowledgement

By checking this box, the Principal Investigator certifies that the information on this form is accurate and that s/he:

- 1) will comply with federal and institutional policies and procedures to ensure the protection of human subjects in research
- 2) understands his/her ethical responsibilities as a researcher
- 3) will have completed the CITI Program Training on human subjects research and responsible conduct of research before the study begins
- 4) will contact Cerritos College IERPG Office prior to making any changes to the proposed research study
- 5) will promptly inform Cerritos College IERPG Office of any unanticipated problem that may jeopardize the well-being of participants, and
- 6) will contact Cerritos College IERPG Office 10 months after the study's approval to provide an update on the study's status and the need for a possible one-year renewal
- 7) I agree and understand that records of the participants will be kept for at least three (3) years after the completion of the research.
- 8) I may begin research when the IRB gives notice of its approval.

Principal Investigator Signature: _____ Date: _____
Printed Name: _____

Co-Investigator Signature: _____ Date: _____
Printed Name: _____

Approval by Faculty Sponsor (e.g., dissertation, thesis, special project).
I confirm the accuracy of this application. I accept responsibility for the conduct of this research, the supervision of human participants, and the maintenance of informed consent documentation as required by the IRB.

Faculty Sponsor Signature: _____ Date: _____
Printed Name: _____

Approval by the College or District (Department Chair, Dean, Vice President, Vice Chancellor, or other Primary Administrator).
I confirm the accuracy of the information stated in this application. I am familiar with, and I approve of the procedures that involve human participants.

Signature of Department Chair, Dean, Vice President, Vice Chancellor or Other Primary

Administrator Signature: _____ Date: _____
Printed Name: _____

For IRB OFFICE Use Only

This application has been reviewed by the Cerritos College IRB as:

- Approved, Categories: _____
- Approved, Subject to Restrictions: _____
- Tabled (insufficient information for IRB to make a final decision)
- Disapproved: _____

Authorizing signature: _____ Date: _____
Printed name: _____