

For Official Use Only:

IRB Log #\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

 Institutional Review Board

 Research Project Application

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| Date Submitted      | Title of Research Project      |
| Principal Investigator/Project Director      | Department      | Phone Ext      | Email      |
| Co-Investigator/Student Investigator      | Department      | Phone Ext      | Email      |
| Co-Investigator/Student Investigator      | Department      | Phone Ext      | Email      |

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| Projected Duration of Research      months/years | Project Start Date      | Grant affiliation (if none, put “NA”)      |
| Other organizations and/or agencies, if any involved in the study      |

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| **REQUIRED DOCUMENTATION FOR ALL PROJECTS** |

1. **Project Information:**
	1. Project Activity Status:

[ ] New Project [ ]  Periodic Review of Continuing Project [ ]  Revision to Previously Approved Project

B. This project involves Bellevue College students

 [ ]  Yes [ ]  No

C. Human Subjects from the following populations will be involved in this study

 [ ]  Minors [ ]  Prisoners

 [ ]  Mentally Disabled [ ]  None of the above

 [ ]  Elderly

D. Total number of subjects to be studied:

**II. Abstract Describing Project and Purpose** (Include a description of all experimental methods to be used and design and program activities; what measures or observations will be taken in the study? If any questionnaires, tests or other instruments are to be used include a brief description and a copy of such instrument.)

1. **Protocol** (Who will be the research subjects? How will they be solicited or contacted? Include any recruitment letters or other recruitment materials with this document. How much time will be required of each subject? Describe procedures to which humans will be subjected – use additional pages if necessary)

**IV. Precautions** (What steps will be taken to insure that each subject’s participation is voluntary? What, if any, inducements will be offered to the subjects for their participation?)

**V. Confidentiality of data** (Describe the methods to be used to ensure the confidentiality of data obtained, including plans for publication, disposition or destruction of data, etc)

**VI. Consent** (Attach a copy of all consent forms to be signed by the subjects and/or any statements to be read to the subject)

**RESPONSIBILITIES OF THE PRINCIPAL INVESTIGATOR:**

* Any additions or changes in procedures in the protocol will be submitted to the IRB for written approval prior to these changes being implemented (except in case of immediate hazards to the subject).
* Any problems connected with the use of human subjects once the project has begun must be communicated to the IRB Chair.
* The principal investigator is responsible for retaining informed consent documents for a period of three years after the project.
* If the IRB requires modifications in the project prior to approval, the IRB will notify the PI who can then make changes and resubmit application for final approval.

***I certify that the protocol and method of obtaining informed consent as approved by the Institutional Review Board will be followed during the period covered by this research project. Any future changes to the research project will be submitted to the IRB for review and approval prior to implementation.***

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| Principal Investigator Signature | Date | Co-Investigator/Student Signature (if appropriate) | Date |
| Signature of IRB Chair | Date |
| IRB Chair: Check appropriate box \_\_\_ Approved \_\_\_ Approved with restrictions \_\_\_ Tabled \_\_\_ Disapproved |

Type of Review (as determined by IRB): [ ]  Exempt [ ]  Expedited [ ]  Full Review

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| **FOR EXEMPT PROJECTS** |

Exempt: IRB Chair selects one based on the following definitions 1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ 6\_\_\_

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (2) of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
5. Research and demonstration projects which are conducted by or subject to the approval of Department or Agency heads, and which are designed to study, evaluate, or otherwise examine: (i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.
6. Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

Routing Instructions

1) IRB Chair, A242 (Associate Vice President, Effectiveness and Strategic Planning)