Application for Expedited Review of Human Subjects Research
Institutional Review Board (IRB)

Instructions:

Please enter all relevant information in the shaded areas below. Submit this completed application along with relevant support materials electronically to the Director of Planning and Research at Vance-Granville Community College (VGCC). The email address is hicksj@vgcc.edu.

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1. Research Title:

2. Investigators:

Principal Investigator (PI)	
Name:	
Affiliated Institution:	
Mailing Address:	
Email:	
Phone:	
Fax:	

Co-Investigator(s)	
Name:	
Affiliated Institution:	
Mailing Address:	
Email:	
Phone:	
Fax:	

Co-Investigator(s)	
Name:	
Affiliated Institution:	
Mailing Address:	
Email:	

Phone:	
Fax:	

3. Study Purpose: Provide a brief description of the purpose of this study. Upon conclusion of the study, how will you share the results (course project, academic publication, conference presentation, master's thesis or doctoral dissertation; if part of an external funded project please provide the Funding Agency)?

4. Anticipated Dates of Research:

Start Date (may not be prior to IRB approval):	
Completion Date:	

5. Level of Risk: Does this study include any procedures that present more than minimal risk to the participants? (A study is considered to present minimal risk if the probability and magnitude of harm or discomfort anticipated in the research are not greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations).

Yes	
No	

6. Study Sample: (Groups specifically targeted for this study)

Describe the participants you plan to recruit and explain the criteria used in the selection process:	

7. Study Locations:

Vance-Granville Community College (NC)	
Other location in North Carolina	
Outside North Carolina	

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8. Recruitment Method:

9. Participant Incentives:

Will you pay the participants? If yes, then how much and when?	
Will you give non-monetary gifts/incentives? If yes, then describe the gifts/incentives, their value, and when they will be given.	

10. Informed Consent:

Are all of your participants adults (age 18 and older)?	
Will any of your participants be children or prisoners? If yes, then describe how you will obtain informed consent from the appropriate authorities. Attach all relevant forms.	
For participants who are adults, how will you obtain their informed consent? Attach relevant forms if necessary.	

11. Procedures:

What data will you collect?	
Please describe in detail the process each participant will experience:	
How much time will be required for each participant?	
How will you collect the data?	

Please include a copy of the survey questions, interview questions, or other data collection instruments. If the survey/questionnaire/interview questions have not been fully developed, then provide information on the types of questions to be asked.

12. Protection of Confidentiality:

Describe the security measures you will take to protect the confidentiality of the data collected.	

Will participants be identifiable either by name or through demographic data?	
If yes, then how will you protect the identities of participants and their responses?	
Where will the data be stored, and how will it be secured?	
Who will have access to the data?	
How will personal identifiers be maintained or destroyed after the study is completed?	

13. Risk/Benefit Analysis:

Describe all potential risks and benefits to the participants.	
Describe the procedures used to protect against or minimize potential risks.	

14. Agreement by the Primary Investigator:

I have reviewed this protocol/application form for approval of human subjects research. I have followed the appropriate initial steps for IRB and human subjects research training and approvals at my institution (if other than Vance-Granville Community College). I request approval of this study to collect data at Vance-Granville Community College. I understand that failure to adhere to any of the guidelines or follow-up reporting may result in immediate termination of this study.

Could the results of this study provide actual or potential financial gain to you, a member of your family, or any co-investigators, or give the appearance of a conflict of interest? If yes, then by your signature you agree to disclose any actual or potential conflict of interest prior to implementing this study.

Yes	
No	

Signature of Principal Investigator

Date

15. Statement of Assurance by Supervisor:

I have reviewed this application and the PI's research plan. I verify that this proposed research study has received approval in accordance to department procedures (or institutional procedures if the PI is not from Vance-Granville Community College). I have evaluated the plan to ensure protection of human subjects.

Signature of Principal Investigator	Date

VGCC's IRB Approval:
Signature of IRB Reviewer: _____
Printed Name: Date:

Requirements for Informed Consent

Informed consent means the knowing consent of an individual without undue inducement or any element of force, fraud, duress or any other form of constraint or coercion.

Minimal information for informed consent:

1. General purpose of the research and a description of the procedures.
2. Statement that participation is voluntary and that the participant may withdraw at any time without prejudice.
3. Explanation of whom to contact for answers to questions about the research.
4. If a signature is needed for the subjects, additional information should be provided, including:
    a. Duration of subject's participation
    b. Description of reasonably foreseeable risks
    c. Description of benefits of the research
    d. Disclosure of appropriate alternative procedures
    e. Place for a signature and date

Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities, which meet this definition, constitute research for purposes of this policy, whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities.

Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.