



Application for Research involving Human Subjects

Name:

Date of submission:

E-mail address and phone number:

Name of research project:

Funding source for research project:

In the interest of ensuring the protection of rights and well-being of human subjects involved in research at Everett Community College, the EvCC Institution Review Board (IRB) must review and approve all proposed research involving employees or students at the College or being carried out on EvCC property. Please respond to each of the questions below.

Research Overview

1. In a short narrative (500 words or less), please describe, in general terms, the research project, paying particular attention to the role of human subjects, the degree to which human subjects will be informed of the research project, research procedures, and the overall goals of the research.

Participants and their Recruitment

2. Explain the target population of the research, highlighting any involvement of vulnerable populations (e.g. minors, elderly, those with mental or physical disabilities, etc). How many participants will be involved? What are the criteria for inclusion or exclusion in the study?

3. How are the participants to be recruited? Please explain this process in full.

4. How will the consent of the participants be achieved? Please attach all consent forms.

Research Procedures and Methods

5. Describe how the data will be collected. If a survey is to be used, please attach that document.

6. How will the confidentiality of the participants be protected? After data are collected, how will the confidentiality/security of this be protected? Provide a date for the destruction of data if that is planned. If not planned, explain the reasons for not doing so.

Risk to Participants

7. Describe known or potential risks to the participants of the study, regardless of how slight. What efforts will be employed to reduce or manage potential risks to participants?

8. What are the expected benefits of the research?

Please note that the following WAC guidelines **must also** be followed. You are not required, however, to respond to these guidelines.

WAC 132E-120-130

Students as research subjects.

(1) Permission may be granted for conduct of research involving students for such purposes as the pursuit of advanced degrees, classroom research, independent student research, and research for off-campus individuals and agencies. Participation therein is the choice of the individual student. Persons planning research utilizing students as subjects must secure permission in advance of the project from the vice-president for student services. Minimally such approval will entail:

(a) Assurance that the project does not conflict with examinations or require a major loss of classroom time;

(b) Assurance that students know they have the alternative of choosing to participate or not;

(c) Explanation of the purpose of the research and disclosure of any possible negative consequence of any procedure to which students might be exposed in the research;

(d) Provision for students to have the opportunity to see the results of the research;

(e) Evidence that the research method is appropriate for the subject to be studied;

(f) Guarantee of confidentiality of student records and responses.

(2) Prior to the initiation of such a project, the researcher shall submit a report of the research covering the points listed above to the vice-president for student services. Written permission may be given with or without college endorsement of the project. In such instances where the vice-president for student services deems appropriate, assistance may be sought from others with related knowledge before permission to proceed is granted or denied.

Please also be aware of our Board of Trustee policy:

EVERETT COMMUNITY COLLEGE

INSTITUTIONAL REVIEW BOARD AND

HUMAN SUBJECTS RESEARCH POLICY AND GUIDELINES

It is the policy of the Board of Trustees, in regard to the use of human subjects, to protect the rights, well-being and privacy of individuals; to ensure an optimal learning environment; foster scholarly inquiry and protect the interests of Everett Community College.

This policy addresses research using human subjects conducted on the campus of Everett Community College and off-campus research using human subjects conducted by employees or students of Everett Community College in the conduct of their official duties. This policy is limited to *research* using human subjects and does not apply to human participation in classroom activities, demonstrations or activities of daily living, whether on-campus or off-campus and it does not apply to the use of live non-human (plant, animal) subjects.

HUMAN SUBJECTS AND INSTITUTIONAL REVIEW BOARD (IRB) PROCEDURES

1. All research using human subjects conducted on any campus of Everett Community College must be approved by the EvCC Institutional Review Board (IRB). In addition to IRB review, a research proposal may also require approval of the vice-president of student services if it deemed to be covered by WAC 132E-120-130 (Students as Research Subjects).

- a. Research is defined as any data collection activity (e.g., surveys and questionnaires, interviews, observations, focus groups, collation of extant information, testing, etc.) or data analysis intended to increase the body of scholarly knowledge. As a general rule, anticipated dissemination of results in conference presentations, publications, theses and dissertations or reports available outside the institutional confines of Everett Community College will indicate that the data collection or analysis constitutes research.
- b. Data collection and analysis intended for institutional consumption by employees of Everett Community College or public information available in report or raw data form is not regarded as research and is therefore exempt from IRB approval. Examples include program reviews, enrollment reports and institutional data which may be legally disclosed. During collection and analysis of institutional data, if an employee decides to pursue disseminating of findings in one of the forms mentioned in 1.(a), he or she must have IRB approval to proceed. Employees are encouraged to communicate with the (IRB) to clarify responsibilities and verify that activities protect the rights and well-being of human subjects.
- c. Data collection and analysis conducted by students as an educational activity under the supervision of a faculty member is not regarded as research and is therefore exempt from IRB approval. Faculty members are encouraged to communicate with the (IRB) to clarify responsibilities and verify that activities protect the rights and well-being of human subjects.
- d. These guidelines do not apply to the use of live non-human (plants, animals) subjects.

2. Institutional Review Board (IRB) Structure

- a. Appointment
The President annually appoints an IRB composed of 6-9 members.
- b. Composition

Specific membership will include: one (1) representative of the VP of Instruction; one (1) representative of the VP of Student Services; the Director of Institutional Research; one (1) Instructional Dean; one (1) counseling faculty member, one (1) student member. Up to three (3) additional members representing perspectives or experiences considered vital to IRB functioning may be appointed.

c. Quorum

A quorum shall be one more than half of the appointed members.

3. Institutional Review Board (IRB) Responsibilities

- a. Review all research proposals relative to EvCC to ensure the protection of human subjects, specifically addressing (but not limited to): balancing risk and benefit, informed consent and freedom from retaliation, protection of vulnerable populations, privacy, anonymity, confidentiality, conflict of interest.
- b. Create and maintain guidelines and appropriate forms for the submission for proposed research using human subjects to provide fair, timely and thorough evaluation of proposals.
- c. Immediately report adverse events or infractions of human subjects' protocols to the President.
- d. Present periodic campus training sessions covering the protection of human subjects and EvCC specific policies and procedures.
- e. Maintain a manual that includes all relevant forms, guidelines, supporting materials, FAQ, etc. for IRB related issues.
- f. Maintain a written record of IRB activity and provide an annual summary report to the President.