Galveston College

IRB Application Guidelines

The Institutional Review Board (IRB) application is a fillable pdf form. Information can be entered and saved directly into the form.

Once your application is complete with all required attachments, you may email the completed application to irb@gc.edu.

The information contained below is designed to clarify what should be included in the Application. If you have additional questions after reviewing the guidelines, please send your correspondence to irb@gc.edu.

Type of Application

- Select either New, Continuing, or Modification. Check New if this is the first submission of the proposed research proposal; Continuing if the project has been approved but changes are being requested; and Modification if this is a revision from the initial submission as requested by the IRB.
- If a New Application, select either Exempt, Expedited, or Full Review. If requesting Exempt, attach justification using the specific Exempt Review Categories (see Exemptions (2018 Requirements) for more information).
- The date of submission is the date on which it is emailed to irb@gc.edu.

Section I General Information

Section I covers general information about the researcher and the proposed project.

- Principal Researcher (PR): Name of individual who will be doing the research.

    Institutional Affiliation
        Name of the institution for which the individual is doing the research. This could be the institution where the PR is a student or faculty member.
    Researcher's Title
        Title of individual who will be doing the research
    E-Mail Address
        Email address where all correspondence should be sent.
    Phone Number
        List the primary phone number that can be used to contact the PR if there are questions about the proposal.
    Alternate Number
        Optional. Complete if there is an additional phone number that can be used to contact the PR.
    Mailing Address
        Mailing address where correspondence can be mailed.

- Co-researcher(s)

  Provide information on other researchers who will be directly involved in the proposed project. These may include dissertation chairs who will have access to any individually identifiable information that is collected.

  Note. If the Principal Researcher is not employed full-time with Galveston College, there must be a Co-researcher who is employed full-time with Galveston College and who will act as the primary liaison between the PR and Galveston College.

- Project Title

  Provide a reference name for the project.

- Reason for research

  List the reason the research is being proposed. This could include dissertation, course requirement, GC vendor research, GC study, grant project, other.

- Proposed Start Date

  Date on which it is proposed that the research begin.

  Note. As you plan your timeline, keep in mind that initial review of your application may take at least eight (8) weeks. In addition, you may be asked to revise, clarify, or amend information in the application which may require additional time.

- Proposed End Date

  Date on which it is proposed that research will end, typically less than 12 months.

  Note. Projects that extend beyond 12 months will require a continuation application every year of the project.

- Describe Locations

  Describe the GC campuses or facilities that have been identified where the research will occur.

- Sponsor(s)

  List any and all GC employees the PR will be working with to assist with logistics, including recruiting participants. While PRs are responsible for coordinating the project, it is required that PRs who are not affiliated with GC identify a liaison employed full-time at GC to assist them. This individual must also be listed as a Co-researcher.

  Note. Approval by the IRB of an application in no way infers or commits permission or participation of GC faculty, staff, or students in the proposed project. Recruitment of a co-researcher, GC staff assistance, data collection, and/or recruitment of study participants is solely the responsibility of the PR.

- Source of Funding

  If applicable, indicate sources of funding for the research project. Applicants must list funding sources. If not applicable, state "not applicable."

  External

  If the funding sources or sponsors are external to GC, list them here. These might include NSF, THECB, private foundations, universities etc.

  Internal

  If the funding sources or sponsors are funded by GC and relate to GC initiatives or internal projects, list them here.

  Other

  List funding sources that are not grant-related, including personally funded.

- Human Subjects Training

  All researchers involved in research projects involving human subjects must complete training that has been approved by a federal agency. Provide information on the date the training was completed and the type of training taken.

  GC recommends the Protecting Human Research Participants (PHRP) online training and certification, but evidence of other Human Subjects Protection Education Programs will also be considered. The PHRP training ($49.99 per individual) can be accessed at: https://phrptraining.com/.

Section II Overview Questions

Section II is a list of questions that will assist the IRB members in making a determination (1) if the project is considered to be research according to the Federal guidelines and (2) the level complexity of the review process.

Please check either Yes or No for each question.

Section III Description of the Research Study

Section III focuses on the project itself and will assist the IRB members in understanding the proposed research project and in determining how the Principle Researcher will address key issues related to the protection of human subjects.

1. PURPOSE OF THE STUDY
   In one or two paragraphs, summarize the objectives of the research. Use language appropriate for people outside of your field of study. Do not cut and paste from long, complex sources, including dissertation or grant proposals.

2. RESEARCH QUESTION
   The proposed project must meet the federal definition of research. Briefly state the hypotheses and research questions to be studied. Explain any technical terminology that is specific to the field of study.

3. RECRUITMENT OF SUBJECTS
   Explain who the subjects will be and how will they be recruited. Include as attachments samples of recruitment flyers or similar documents that will be used. Define any assistance from GC faculty or staff that will be used.

4. PROCEDURES AND DATA COLLECTION
   Describe the research procedures to be used, especially any experimental and interventional procedures (interviews, surveys, focus groups, observation, review of existing records, etc.). Provide copies of any survey instruments, including questions that may be asked as part of an interview process. If applicable, a copy of the questions as approved by the PR's home institution must be included as part of this application.

   All data collection and analysis are subject to the legal and procedural requirements of Galveston College and other local, state, and federal regulations.

   For certain types of data, it may be necessary to request approval from the GC Office of Institutional Effectiveness & Research. This is the responsibility of the Principal Researcher.

5. USE OF DECEPTION
   If deception is to be used, explain clearly how it will be used. Explain why it is integral to the proposed research; how it will be conducted; and how participants will be debriefed.

6. USE OF GC RECORDS
   Explain any need for paper or electronic data, documents, or records belonging to GC to be used. These might include data from GC's Business Objects system, curriculum materials that have been developed by GC faculty, student participation information that is part of online courses, student service records, and the like.

   For certain types of data, it may be necessary to request approval from the GC Office of Institutional Effectiveness & Research. This is the responsibility of the Principal Researcher.

7. RISK ASSESMENT
   Describe your assessment of possible risks to the subjects involved in the proposed research that may be presented by the procedures stated in the Procedure and Data Collection section, including any physical, psychological, social, economic, legal, or confidentiality risks. Explain and assess the levels of risks.

8. RISK MANAGEMENT
   For each possible risk presented, explain what will be done to minimize such risks or to respond to any adverse events, should they occur. Define the possible worst-case scenarios, and how they will be minimized. Explain how any adverse effects on subjects will be handled or remedied. Explain how the subjects will be informed of the risks to which they will be subjected, including informed consent procedures.

9. COSTS ASSOCIATED WITH PARTICIPATION
   List any costs to the subjects related to participation in this research. These costs may include transportation, time, parking, etc.

10. COMPENSATION/REIMBURSEMENT
    If any compensation or reimbursement to subjects in this research will be given, explain in detail what these may be. Compensation may include monetary items like gift cards and non-monetary benefits like course credit or extra credit.

11. BENEFITS
    Explain the likely benefits of this research to the participants, other than any compensation described above. Explain how the study will benefit others or contribute to the field of research.

    Describe the intended benefit(s) to Galveston College and/or to the mission of community colleges in general?

12. CONFIDENTIALITY
    a. Describe the procedures to be used to maintain the confidentiality of any individually identifiable data (including any social media, videotapes, and/or audiotapes of the participants). This should include a description of how you will securely store data and coding of records.
    b. Security of any personally identifiable information is essential to maintaining confidentially. Explain where the research records will be maintained, who will have access to them, any coding or other steps that will be taken to separate participants' names from research data, and how long individually identifiable data will be retained.
    c. If anyone other than those listed in the application will have access to individually identifiable data, describe who they are and the purpose of such disclosures. These may include, but are not limited to presentations at workshops, conferences, dissertation committee, committee meetings etc. If none, state so.

13. DISSEMINATION OF DATA/RESULTS
    Identify all methods of public dissemination of the results of the research, including but not limited to, meetings, journals, academic conference, thesis or dissertation, etc.

14. USE OF OUTCOMES/RESULTS
    Explain how the research findings will be used. Examples might include publications, presentations, grant reports, GC decision-making, and discussions that are part of committees.

    Note: It is expected and appreciated that all final products resulting from this research will be shared with Galveston College. Examples of final products include published journal articles, conference posters/presentations, and reports. It may include a thesis or dissertation after it has been released for publication.

15. OTHER DOCUMENTATION AND APPROVALS
    If the proposed research study has been reviewed and approved by another institution, explain where, why and the outcomes of the review. Provide as attachments copies of any documents that demonstrate approval of the proposed research.

16. INFORMED CONSENT
    Informed Consent is required for most IRB projects. Explain how informed consent will be obtained. Provide as an attachment a copy of the Informed Consent Form to be signed by the participants.

Section IV Checklist

To be considered complete, the applicable items below must be included as attachments to the proposal. All attachments must be sent electronically as part of the Application. Check only those items that are related to and included in this proposal.

1. An Informed Consent Form will be used and is provided with this protocol.

   If the Informed Consent been reviewed by a committee at another institution, attach a copy of the approved documents.

2. All Researchers (Principal Researcher and Co-PRs) have completed computer-based training on the protection of human subjects and a copy of a completion certificate is provided.

3. This protocol uses questionnaires/surveys/instruments and the final format is attached.

   If these have been reviewed by a committee at another institution, attach copies of the approved documents.

4. Résumé or Curriculum Vitae (CV) of Principal Researcher is attached.

5. Copies of recruitment flyers/letters are attached, if used.

6. If this protocol has already been approved by another institution, their IRB approval letter is attached.

   If the proposed research been reviewed by an IRB at another institution, attach a copy of the approval document.

7. Government issued photo ID of Principal Researcher included.

   This may be a copy of a driver's license or passport.