Galveston College
Institutional Review Board Application

Date Submitted:

Check One: ◯ New ◯ Continuing ◯ Modification

If **New** Check One: ◯ Exempt ◯ Expedited ◯ Full Review

Section I: General Information

Principal Researcher _____

Institutional Affiliation _____

Researcher Title _____

Researcher E-mail Address _____

Researcher Phone Number _____ Researcher Alternate Number

Researcher Mailing Address _____

_____

Co-Researcher

Institutional Affiliation

Researcher Title

Researcher E-mail Address

Researcher Phone Number

Project Title _____

Reason for Research _____

Proposed Start Date _____ Proposed End Date _____

Describe Location _____

Source of Funding _____

External

Internal

Other (Specify)

Human Subjects Training. Attach copy of certificate.

Date Completed _____ Type _____

Section II: Overview Questions

1. Are any subjects under 18 years of age?	Yes	No
2. Does your research involve a possible vulnerable population such as prisoners, pregnant women, or impaired adults?	Yes	No
3. Does the research deal with any sensitive aspects of a subject's behavior such as illegal conduct, drug use, sexual behavior, or alcohol use?	Yes	No
4. Does the research employ deception or the withholding of complete information during initial consent?	Yes	No
5. Are personal records (academic, medical, etc.) used without written consent?	Yes	No
6. Are data from subjects (responses, information, and specimens) directly or indirectly identifiable?	Yes	No
7. Are the data collected possibly damaging to subjects' financial standing, employability or reputation?	Yes	No
8. Are there possible intentions to present/publish the data outside the College?	Yes	No
9. Will the subjects be audio or video taped, and will special measures be taken to maintain confidentiality?	Yes	No
10. Will social media be used in any way during the course of the research?	Yes	No
11. Will all subjects be free to withdraw at any time without penalty?	Yes	No
12. Will any form of compensation (money, extra credit, etc.) be given for participation?	Yes	No

Section III: Description of Research Study

1. PURPOSE OF THE STUDY

Briefly summarize the objectives of the research. Use language appropriate for GC's IRB members outside of the field of study. Avoid cutting and pasting from other documents, including funding proposals, online materials, master's thesis, or doctoral dissertation proposals.

2. RESEARCH QUESTION

State the hypotheses and research questions to be studied.

3. RECRUITMENT OF SUBJECTS

Who are the subjects and how will they be recruited? If used, attach samples of recruitment flyers or similar documentation.

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. (A copy of these questions as approved by the Researcher's home institution must be included as part of this application.)

5. USE OF DECEPTION

If deception is to be used, explain clearly what this entails. Include why it is necessary, how it will be conducted, and how participants will be debriefed.

6. USE OF GALVESTON COLLEGE RECORDS

Will any paper or electronic data, documents, or records belonging to GC be used? If yes, explain.

7. RISK ASSESSMENT

Describe any foreseeable risks to subjects 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, provide the measures and precautions that will be taken to minimize such risks or to respond to any adverse events, should they occur. What are the possible worst-case scenarios, and what is the plan to deal with them? How will any adverse effects on subjects be handled or remedied? How will the subjects be informed of the risks to which they will be subject?

9. COSTS ASSOCIATED WITH PARTICIPATION

Will there be any costs to the subjects related to participation in this research? Costs may include transportation, time, parking, etc.

10. COMPENSATION/REIMBURSEMENT

Will there be any compensation or reimbursement to subjects in this research (i.e. monetary, course or extra credit, services. etc.)?

11. BENEFITS

What are the likely benefits of this research to the subjects, other than any compensation described above? Explain how the study will benefit others or contribute to your 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).

B. Describe where the research records will be maintained, any coding or other steps to be taken to separate participants' names from the research data, and how long individually identifiable data will be retained for research records.

C. Identify the categories of those other than the research team to whom individually identifiable data will be disclosed and the purpose of each such disclosure (examples include, but are not limited to presentations, workshops, conferences, dissertation committees, committee meetings, etc.).

13. DISSEMINATION OF DATA/RESULTS

Identify all methods in which the results of the proposed study will be disseminated. These include but are not limited to, meetings, journals, academic conference, thesis, or dissertation, etc.

14. USE OF OUTCOMES/RESULTS

Identify how the research findings will be used. (Examples include, but are not limited to, public or private domain, academic, organizational, and/or institutional setting.) **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

Has this study been reviewed and approved by another institution? Provide copies of documentation.

16. INFORMED CONSENT

Informed Consent is required by most IRB projects. Explain how informed consent will be obtained. **Provide copy of an Informed Consent Form to be signed by the subjects in the study.**

Section IV: Checklist (Check only those applicable to this research project.)

1. An Informed Consent Form will be used and is provided with this protocol.	Yes ◯	No ◯	N/A ◯
2. All Researchers (Principal Researcher and Co-PRs) have completed computer based training on the protection of human subjects and with copies provided.	Yes ◯	No ◯	N/A ◯
3. This protocol uses questionnaires/surveys/instruments and the final format is attached.	Yes ◯	No ◯	N/A ◯
4. Curriculum Vitae or résumé of Principal Researcher is attached.	Yes ◯	No ◯	N/A ◯
5. Copies of recruitment flyers/letters are attached.	Yes ◯	No ◯	N/A ◯
6. If this protocol has already been approved by another institution, their IRB approval letter is attached.	Yes ◯	No ◯	N/A ◯
7. Government issued photo ID of Principal Researcher included.	Yes ◯	No ◯	N/A ◯

Completed applications should be e-mailed to irb@gc.edu.
Alternatively, they may be printed and mailed to the address below.
Institutional Review Board
4015 Avenue Q, Galveston, TX 77550-7447.