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**Application for the Use of Human Subjects**

**Part A – Application Information**

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| 1. Title of the Study: | Date: |
| 2. Principal Investigator: |
| Title:  | Dept: |
| Address (+ ZIP): |
| Phone: | Email: |
| 3. Co-Investigator(s):(Name & Affiliation) |
| 4. Research Originated By: (Check One) □ Faculty □ Student □ Staff  □ Outside Researcher (non-SJC employee/student) |

**Part B - Research Study Synopsis**

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| 1. Short Study Description: |
| 2. Study Length What is the duration of the study? |
| 3. Location of Research Where will the research take place? |
| 4. Subject Information: a. Number of Subjects: b. Gender of Subjects: c. Ages of Subjects: |
| 5. Potentially Vulnerable Populations: (Check All that Apply) □ Children □ Pregnant Women □ Cognitively Impaired □ Prisoners □ Institutionalized □ Faculty’s Own Students □ Other. Please describe: |
| 6. Non-English Speaking Subjects a. Will subjects who do not understand English participate in the research: □ Yes □ No b. If yes, describe your resources to communicate with the subjects: c. Into what language(s) will the consent form be translated? (Attach translations) |
| 7. Dissemination of Research Findings a. Will the research be published? □ Yes □ No If yes, where if known?  b. Will the research be presented? □ Yes □ No If yes, where if known? c. Will the research be presented to the SJC community? □ Yes □ No If yes, where if known? |
| 8. External Funding a. Are you seeking external funding? □ Yes □ No What agency? b. Have you received funding? □ Yes □ No Dollar amount? |
| 9. Method of Recruitment: (Check All that Apply) □ Flyer □ Classroom Announcement □ Letter to Subjects □ Third Party □ Random □ Other |

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| 10. Payment to Subjects a. Will subjects be compensated for participation? □ Yes □ No If yes, please indicate amount: b. Form of Payment: □ Cash □ Check □ Gift Certificate □ Voucher □ 1099 □ Other c. Will Payment be prorated? □ Yes □ No If yes, please explain: d. When will the subject be paid? □ Each Visit □ Study Completion □ Other |
| 11. Extra Credit a. Will subjects be offered extra credit? □ Yes □ No b. If yes, describe the alternative: |
| 12. Risks: Identify all potential risks/discomforts to subjects. |
| 13. Benefits: a. Are there direct benefits to participants? □ Yes □ No If yes, please list. b. Are there potential benefits to society? □ Yes □ No If yes, please list. |
| 14. Study Procedures: a. What will be the duration of the subjects’ participation? b. List all procedures/questionnaires used for the research study. |
| 15. Informed Consent: a. Briefly describe your process to obtain consent: |
| 16. Confidentiality: a. Are the subject’s social security number or any identifier being used? □ Yes □ No If yes, describe and explain reasons.b. Briefly describe provisions made to maintain confidentiality of data, including who will have access to raw data, what will be done with the data files, survey instruments, discs, CD’s, tapes, etc.c. Will raw data be made available to anyone other than the PI and immediate study personnel? □ Yes □ No If yes, describe the procedure for sharing data. Include with whom it will be shared, how and why. |

**Part C – Assurance Document**

The attached investigation involves the use of human subjects. I understand the college’s policy concerning research involving human subjects and I agree:

1. To obtain voluntary and informed consent of all subjects who are to participate in this project.
2. To report immediately to the IRB any unanticipated effects on subjects which become apparent during the course of, or as a result of, the experimentation and the actions taken.
3. To obtain prior approval from the IRB before amending or altering the scope of the project or implementing changes in the approved consent document.
4. To safeguard the confidentiality of research subjects and the data collected when the approved level of research requires it.
5. All surveys must be scheduled through the Office of Institutional Research as per SJC procedures. This process is necessary to ensure the consideration of staff, faculty, student, and community members’ time and avoid duplication of effort. Please contact Ron Jernigan jerniganr@sanjuancollege.edu (505)566-3035 if your research involves a survey.

Signature of the Principal Investigator: Date:

**Faculty Sponsor Signature Necessary for All Student Submissions.**

“I have read and reviewed this proposal and certify that it is ready for review by the IRB. I have worked with the student to prepare this research protocol. I agree to mentor the student during the research project. I have received Human Subjects in Research training.” (PLEASE ATTACH A COPY OF THE TRAINING CERTIFICATE)

Faculty Sponsor:

Signature Printed Name

**Part D - Synopsis of the Proposal**

Part D should only be **5** pages or less (not including instruments, consent forms, etc.).Please use **12pt** font, **page numbers** and the **headings** noted below.

1. Specific Aims

2. Hypothesis

3. Background and Significance

4. Description of Subjects

5. Confidentiality

6. Method or Procedures

7. Risks

8. Benefits

9. Compensation

10. References

11. Qualifications

**Include the following information as necessary in the appropriate appendix.**

**Part E - Copy of Consent Document**

**Part F - Questionnaires, Surveys, Instruments, Interview questions, etc.**

**For IRB Use**

**□** Expedited Review **□** Full Review Date

**□** Reviewed **□** Approved **□** Rejected **□** Returned for Revision

**□** Returned for Additional Information

Signatures , IRB Chair