Oklahoma City Community College
Institutional Review Board
Application for IRB Review (Exempt, Expedited, or Full Review)

☐ **If you have already received an IRB approval from another educational institution please check this box, complete Section 1, and attach the IRB application and approval from the other institution.**

☐ **If this is a classroom research activity (exempt but generalizable, see 1.3.2.7, 3.4.1, and 3.4.2), please check here and complete Section 1. (The IRB Procedures contain definitions of terms and detailed information regarding the IRB. Please note that any numbers in parenthesis are associated with the sections in the IRB Procedures.)**

☐ **If you did not check the previous two items, please check here to confirm you have read the OCCC IRB Procedures and complete the entire application. (The IRB Procedures contain definitions of terms and detailed information regarding the IRB. Please note that any numbers in parenthesis are associated with the sections in the IRB Procedures.)** . Please retain a copy of your completion certificate(s) for your records.

Section 1: Please provide us with the following information related to your project.

☐ **I have completed formal IRB or equivalent training or the three modules online** http://ohrp-ed.od.nih.gov/CBTs/Assurance/newuserreg_1.asp

Today's Date:

Title of Project:

Title of Project:

Brief description of project:

Anticipated duration of Research (including data analysis):

Start Date: **End Date:**

Principal Investigator's Name:

Contact Telephone Number:

Contact E-mail Address:

Co- Investigator's Name(s):

Contact Telephone Number:

Contact E-mail Address:

Name all Institutions Affiliated with the Research. Include all contact persons, e-mail addresses, and telephone numbers:

Is this research part of a grant?

☐ **Yes, if yes**

Name of granting agency:

Contact person:

Contact person's telephone number:

Contact person's e-mail:

☐ **No**

Section 2 : Please answer the questions below by marking a "Yes" or "No."

☐ **Yes** ☐ **No** 2.1 Will your research develop or contribute to generalizable (1.3.2.7)[1] knowledge?

☐ **Yes** ☐ **No** 2.2 Will you attempt to publish or present your research (1.3.2.7) in a public venue such as the Internet, at a conference, or in a journal?

☐ **Yes** ☐ **No** 2.3 Will you collect identifiable private information (1.3.2.10) from the research subjects?

☐ **Yes** ☐ **No** 2.4 Will you collect identifiable private information from other sources, such as student or medical records?

☐ **Yes** ☐ **No** 2.5 Can any identifiable private information be linked by persons other than the investigator to the human research subjects?

☐ **Yes** ☐ **No** 2.6 Does the research involve sensitive personal data, such as sexual abuse, sexual orientation, criminal record, etc.?

☐ **Yes** ☐ **No** 2.7 Does the research involve questionnaires, surveys, interviews, or other forms of collecting data on research subjects?

☐ **Yes** ☐ **No** 2.8 Will you interview or record your research subjects through audio, video, imaging, or other means?

☐ **Yes** ☐ **No** 2.9 Will human subjects (1.3.2.8) be deceived in any form?

☐ **Yes** ☐ **No** 2.10 Could the research negatively impact a subject's personality, behavior, perception, or mental processes?

☐ **Yes** ☐ **No** 2.11 Does the research involve drugs or medical devices (i.e. x-rays) regulated by the FDA?

☐ **Yes** ☐ **No** 2.12 Will human subjects ingest any kind of substances?

☐ **Yes** ☐ **No** 2.13 Will human subjects be involved in any kind of physical activity?

☐ **Yes** ☐ **No** 2.14 Does the research involve collecting blood samples?

☐ **Yes** ☐ **No** 2.15 Does the research involve collecting other biological specimens, such as hair or saliva?

☐ **Yes** ☐ **No** 2.16 Are pregnant women, fetuses, and/or in vitro fertilization part of the research process?

☐ **Yes** ☐ **No** 2.17 Are prisoners involved in the research process?

☐ **Yes** ☐ **No** 2.18 Are other vulnerable populations (mentally impaired, homeless, cancer patients, etc.) involved in the research process?

☐ **Yes** ☐ **No** 2.19 Will your students be involved in the research process? (Student's grades cannot be affected by this research.)

☐ **Yes** ☐ **No** 2.20 Are OCCC students to be research subjects? (Note that a "Yes" response must explain how College students below the age of 18 will be handled: see the Subjects section of the Application)

[1] All numbers in parentheses are in reference to the section numbers in the IRB procedures.

Section 3: Description of research protocol: Please write clearly and effectively for an audience who may not work in your discipline.

1. **Specifically address any questions to which you answered "yes" in section 2 of this form.**

2. **Description of Research Protocol (2.2): Please make sure that you provide a description for each item listed below.**
   - **<u>The Abstract</u> should contain a summary of the proposed study including the duration of research, the main focus of the research, and a summary of the risks, benefits and risk management procedures**.

   - **<u>The Protocol</u> should be written in such a manner as to communicate easily the research proposal to those from diverse disciplines. It should contain the following information:**
     - **A brief literature review of prior research on the same topic or issue and why this research is needed.**

     - **A discussion of objectives, methods and potential results of the research.**

     - **Justification of the use of human subjects.**

     - **Explanation of specific questions and hypotheses to be tested.**

   - **<u>The Research Method</u> for data collection and research on human subjects must include an explanation of the interaction with the subjects. Any questionnaires or tests to be used in the research must be included as well as the procedure for protecting confidentiality.**

   - **<u>The Subjects</u> section should include a discussion of the sample size and method of obtaining the sample group. Justification must be made for the use of members of the desired population especially those populations who have limited or no capability of providing informed consent.**

     Subjects Under the Age of 18 **Some OCCC students are below the age of 18 and therefore cannot self-consent to participate. If the research targets OCCC College students, then you must clearly explain the procedure for securing informed consent from parents/legal guardian of the below age 18 students OR the procedure for excluding them from the research.**

- **<u>The Potential Benefits</u> section should highlight the justification of the study focusing on the significance of new knowledge and its contribution to society.**

- **<u>The Potential Risks</u> section must disclose all risk of harm or discomfort the subjects may experience as a result of the research including physical, psychological, or social.**

- **<u>The Management of Risk</u> section will explain the procedures for protecting and/or minimizing potential risks. The means of protecting confidentiality will also be discussed in this section.**

- **<u>The Compensation of Subjects</u> section should discuss if or how the subjects will be compensated for their participation in the research as well as how this will influence the subjects and the research.**

- **<u>The Other</u> section is used for the researcher to address any pertinent information not previously identified.**

Please attach a copy of your consent forms and any surveys you wish to use in your research. The IRB may request additional documentation or explanation of your research.

If you have any questions, please contact Dr. Janet C. Perry, IRB Chair, at 405 682-1611 or e-mail jcperry@occc.edu.

Thank You!