**Office Use Only:**

Determination:

**San Jacinto College Institutional Review Board**

**Application to Conduct Research using Human Subjects**

**Project Title:**

*OR if applicable,*

**Grant Title and Funding Agency:** (Please include copy of proposal if applicable)

**Principal Investigator** (check one): [ ] Faculty at SJC [ ] Staff at SJC

[ ] Student at SJC [ ] Professional not affiliated with SJC

[ ] Other (Please explain):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: [ ] Dr. [ ] Ms. [ ] Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Department and College:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Sponsor** (i.e., chair of doctoral/master’s dissertation committee, SJC faculty member if an SJC student)

Name: [ ] Dr. [ ] Ms. [ ] Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Department and College/University:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Key Personnel:** List all key personnel involved in research such as Co-PI, support staff, or project manager.

Name Degree Role Institutional Affiliation

**Purpose of Project:**

\_\_Funded Research \_\_Unfunded Research \_\_Master’s Thesis

\_\_Professional Paper \_\_Doctoral Dissertation \_\_ Study

\_\_Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Summary:**

1. Subject Population (details of age, type, number of subjects, inclusions/exclusions, justifications)
2. Provide a detailed summary of your project (max. 500 words). (**Specific details concerning your methodology, data to be collected, action plan, and the participation of subject population should all be addressed.**)
3. State the specific research hypotheses in this study. What questions will be addressed?
4. What knowledge may result? What is the importance of this knowledge? How will the data ultimately be used?
5. How will San Jacinto College directly benefit from this knowledge?
6. Start and end date of project
7. Please fully address the following questions: (**Please note that San Jacinto College will not permit data to be stored on USB drives or other similar media nor in file cabinets. All collected data should be digitized immediately and stored on a secure network folder to which only you have access at your home institution. Once digitized, all collected data on paper should be destroyed.**)
8. Will there be personally identifying Information (PII) and/or research data stored?
9. If so, where will it be stored and for how long?
10. How will you safeguard the PII and/or data?
11. When and how will it be destroyed?
12. Location of activities
13. Informed Consent of subjects (provide sample)

By signing below, I consent to have my application reviewed by the San Jacinto College IRB and understand that my proposal may be recommended for approval, not recommended for approval, or returned for resubmission if the IRB determines further information is needed. I further understand that the final decision to approve rests with the chancellor of San Jacinto College.

Additionally, I agree to provide a final copy of my dissertation, paper, project, research, etc to San Jacinto College upon completion of my work.

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Signature of Principal Investigator Date

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Approved by Brenda L. Hellyer, Ed.D., Date

Chancellor of San Jacinto College