

For IRB Use Only:

Application Number: \_\_\_\_\_

## Lakeland College Institutional Review Board Application for Review

### Cover Sheet

Project Title: \_\_\_\_\_

Primary Research Investigator: \_\_\_\_\_

Program/Department: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Campus Address: \_\_\_\_\_

Home or Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Application Submitted: \_\_\_\_\_ Project Start Date: \_\_\_\_\_

Expected Duration of Project: \_\_\_\_\_

Applicant's status *with regard to this project*: ☐ Faculty ☐ Staff ☐ Student

For all student projects, complete the following:

Research Advisor's Title & Name: \_\_\_\_\_

Program/Department: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Campus Address: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### CERTIFICATION STATEMENT

By making this application, I certify that I have read and understand the College's policies and procedures governing research activities involving human subjects. I agree to comply with the letter and spirit of those policies. I acknowledge my obligation to:

1. Accept responsibility for the research described, including work by students under my direction.
2. Obtain written approval from the Institutional Review Board of any changes from the originally approved protocol **BEFORE** implementing those changes.
3. Retain signed consent forms in a secure location separate from the data for at least three years after the completion of the research.
4. Immediately report any adverse effects of the study on the subjects to the Chairperson of the Institutional Review Board, Lakeland College (IRB Chairperson, 920-565-1290, [IRB@lakeland.edu](mailto:IRB@lakeland.edu)).

\_\_\_\_\_  
Primary Investigator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Research Advisor Signature (required for all student projects)

\_\_\_\_\_  
Date

**Lakeland College Institutional Review Board**  
**Application for Expedited Review (Tier I)**  
**Form A**

The following questions pertain to potential risks to subjects. If you need to provide additional information/explanations for any of items 5-14, please do so on a separate document as well. Indicate the appropriate question number with the explanation. Do not submit your prospectus or research proposal. Answer each question on this form to the extent possible. Be concise and clear in your responses. Ambiguity and lack of precision will delay review and approval of your proposal.

1. PURPOSE: Describe the general purpose of the study.

2. Describe your POTENTIAL SUBJECT POOL.

3. RECRUITMENT OF SUBJECTS: How will you recruit subjects?

4. Where is the LOCATION OF RESEARCH: Exactly where will research be conducted (e.g., Old Main 26, subject's home, via mail, etc.)? If research will be conducted in a classroom or service delivery setting, will it require any activity that is not part of the normal class or service delivery?

5. If subjects will not be identified from public sources, will signed approval to recruit subjects, conduct the study, or use existing data be obtained from the designated authority prior to conducting the research?

☐ Yes      ☐ No      ☐ Not Applicable

Explain

6. Is there a pre-existing dual relationship between the researcher and subject (e.g., teacher-student, counselor-client, intern-client, and etc.)?

☐ Yes      ☐ No      ☐ Not Applicable

Explain – If yes, explain the nature of the relationship & how you will arrange to have a third party solicit subjects' participation in your study.

7. If research will be conducted in a classroom or service delivery setting, will it require any activity that is not part of the normal class or service delivery?

☐ Yes      ☐ No      ☐ Not Applicable

Explain

8. Will a consent form or a cover letter be provided to participants?

☐ Yes      ☐ No      ☐ Not Applicable

Explain

9. If subjects are minors, will parental consent be obtained for participation?

☐ Yes      ☐ No      ☐ Not Applicable

Explain

10. Will subjects be told that participation is voluntary and they are free to withdraw at any time?

☐ Yes      ☐ No      ☐ Not Applicable

Explain

11. Will subjects receive compensation for participating in the research (e.g., money, extra credit toward grades)?

☐ Yes      ☐ No      ☐ Not Applicable

Explain

12. If extra course credit will be given, will students who choose not to participate in the research have alternative opportunities to earn credit?

☐ Yes      ☐ No      ☐ Not Applicable

Explain

13. Will the data be recorded in such a way that the individual subjects cannot be linked to the data?

☐ Yes      ☐ No      ☐ Not Applicable

Explain

14. At the completion of the study, will you destroy or erase any materials (e.g., data sheets, audio/video tapes) that identify individual subjects?

☐ Yes      ☐ No      ☐ Not Applicable

Explain

15. **(Note: This question MUST be completed.)** Describe procedures IN DETAIL. Include exactly what will be done with the subjects and what measurements will be taken. Provide an electronic copy of any material that will be used during the research study (e.g., recruitment scripts, consent forms, cover letters, questionnaires, interview protocols, surveys, etc.). Each participant must be provided with a cover letter or consent form that explains the study. The next page provides the required elements of cover letters and consent forms.

## **Attachment Checklist**

Did you attach the appropriate documents to your completed IRB application?

### **All applicants should attach...**

1. Screening Questions
2. Project Cover Sheet
3. The appropriate proposal form (A or B)
4. Copies of data collection instruments (written questionnaires, interview questions, instructions to participants, observational coding sheets, datasheets, recruitment scripts, interview protocols, etc.)

### **...and appropriate documentation of consent to participate (which could include...)**

- A copy of the written consent form to be signed by participants and/or their legal guardians or representatives.
- A copy of the written assent form to be signed by participants who are between the ages 7-17.
- A copy of the cover letter accompanying a confidential or anonymous survey indicating that continuation and subsequent participation in the research project will be deemed consent. (The cover letter should also include all content required of informed consent statements).
- A copy of the transcript of any oral presentation used in the place of a written consent statement, accompanied by the statement which participants or representatives, and an auditor-witness sign indicating their agreement to participate in the study described orally.

### **Additionally, IF your project involves...**

1. A Primary Investigator (PI) who is NOT a Lakeland College employee or student, attach a copy of the application submitted to the IRB at the PI's sponsoring institution. If the application was approved, also submit a copy of the approval letter with any contingencies listed.
2. Access to participants at cooperating institution(s), provide documentation from the appropriate sponsoring individual(s) or body from that institution.
3. Access to health care, legal, or educational records, provide documentation of approval to access these records.
4. Use of archival data, and they are not publicly available, provide documentation of your authorization to access and use these data.
5. Use of deception, attach a copy of the debriefing protocol and/or materials.
6. Use of audio or video recording of participants, attach a separate consent form to be signed by participants, identifying the recording medium and describing the disposition of recordings after completion of the project.