Riverside City College
Institutional Review Board
Application for Research Containing Human Participants

Step 1: Complete this Application for Research Containing Human Participants form.
Step 2: Provide a copy of your research proposal and any approvals provided by your institution including IRB review/approval.
Step 3: If applicable, provide a copy of the Informed Consent Form you will provide subjects for RCC review/approval, including parental information and consent forms if working with minors.
Step 4: If applicable, provide recruitment materials such as flyers, emails, etc.
Step 5: Submit all materials to the RCC IRB Non-Voting Administrative Co-Chair (Wendy McEwen, Dean Institutional Effectiveness Wendy.McEwen@rcc.edu)

Principal Investigator (s): Please include which PI's are RCCD employees including their College and Position.	
Institution:	
Address:	
Phone:	
Email:	
Project Title:	
Briefly describe your research and what you are requesting from Riverside City College:	

Section 1: Participant information

a. Who are the subjects of this research?

b. Will there be any subjects from special populations (e.g., under the age of 18) or anyone needing special accommodations (e.g., mentally disabled)?

c. Describe how the participants will be recruited/obtained. Please attach any recruitment materials to your application (e.g., flyers, emails, etc.).

d. How many participants do you anticipate recruiting?

e. Do you have any "dual" role with any of the participants (e.g., are they your students or subordinates)? Explain how this will be resolved.

f. Will participants be compensated for their time? How?

g. Will participants incur any expenses as a result of participation, and if so, will they be compensated for these expenses?

h. How often and for how long will the participants be involved?

i. How many days will you require to be on campus to conduct your research?

Section 2: Procedures

a. Please describe the procedures of the research.

b. What data will be recorded and how? Will there be any video and / or audio taping?

c. Will deception be necessary? If yes, please provide a brief description of the deception.

d. Please explain what risks, if any, there might be to participants. Consider such risks as physical, psychological, social, financial, legal or political risks, and assess the likelihood of the seriousness of any of these risks. Include procedures that will be used to minimize potential risks to participants.

e. Describe possible benefits to each individual participant.

f. Describe possible benefits to any larger group of individuals, society in general, or the advancement of science.

g. State your reasons for believing that the benefits of your proposed activity outweigh potential risks.

Section 3: Privacy

a. What personal identifying information will you be collecting (e.g., name, address, phone number, social security #, etc.)?

b. How will you collect personal identity information from the participant (e.g., over email, in person, etc.)?

c. Describe what security provisions will be taken to protect these data during data collection, data transfer, and archiving (e.g., coded ID numbers, privacy envelopes, password protected computer databases, locked cabinets, etc.)

d. Who will have access to this information and for what reason?

e. Will participants be given the opportunity to receive results of the study If so, how will the results be delivered (e.g., in person, over the phone, through email, etc.)?

f. How and where will the data be stored?

g. Will the data be destroyed? If so, when?

h. If the findings are published or made public, how will the participants' identities remain private?

i. Please describe how the Informed Consent Forms will be stored and for how long.

Section 4: Ethics Training

Please list the names of all individuals (beginning with the primary PI) who will work on this project. Ethics training is required by all members of the research team, and protocols cannot be approved without this step's completion. Thus, it is the PI's responsibility to verify that each person on the research team has completed ethics training, and through what institution or organization the training was completed. The RCC IRB accepts ethics training completed at another college or university or through nationally recognized research-oriented organizations (e.g., American Psychological Association, National Institutes of Health, etc). If any researcher has not completed any ethics training, the RCC recommends the free training from the US Department of Health and Human Services: *https://www.hhs.gov/ohrp/education-and-outreach/human-research-protection-training/human-research-protection-foundational-training/index.html)*

Roster:

	Name:	Ethics Training Institution / Organization:
1)	(PI)	
2)		
3)		
4)		
5)		

Statement of Assurance:

By submitting this application, I certify that all members of my research team have completed ethics training, and will conduct the study in the manner described above, and if I decide to make any changes to the procedures, or if I encounter any problems which involve risk or possibility of risk to participants or others, I will immediately report back to the RCC IRB Non-Voting Administrative Co-Chair.

Principal Investigator (Signature): _____ Date: _____