IRB Submission Checklist

To facilitate the review of your IRB application, please use the following as a checklist for Exempt projects (Check all boxes when completed):

☐	1. Completed an IRB approved training and submit record of the training completion with application;
☐	2. Filled out an IRB Review form and respond to all questions;
☐	3. Provided copies of research protocols and instruments;
☐	4. Interview questions for each type of participant included (e.g., one for student participants and one from faculty participants, if applicable);
☐	a. Description of procedures for study conditions
☐	b. Copies of questionnaires or instruments
☐	c. Translations of materials if your participants are not highly proficient in English
☐	d. Included examples of recruitment materials (e.g., flyers, texts of email recruitment, verbal scripts, etc.)
☐	5. Submitted all documentation at **least 30 days prior** to the desired research start date.
☐	6. Responded to IRB questions as soon as possible (within two working days) to facilitate a more timely decision to the IRB application.
☐	7. Do **NOT** begin research until receiving approval from the Renton Technical College IRB!

For questions, please contact:

Lia Homeister
Director of Institutional Research & Effectiveness
lhomeister@rtc.edu
(425) 235-2212

RENTON TECHNICAL COLLEGE®

FOR IRB OFFICE USE ONLY

APPLICATION NUMBER:

DATE RECEIVED STAMP:

☐ **MASTER COPY**

☐ **RESEARCHER COPY**

☐ **APPROVED – See Notice of Determination**

☐ **REVISIONS REQUIRED – See Notice of Determination**

☐ **RESUBMIT FOR CONSIDERATION AS EXPEDITED OR FULL RESEARCH PROJECT**

IRB STAFF SIGNATURE:

SIGNATURE DATE:

Institutional Review Board
Application to Use Human Participants in Research

1. **PROJECT REVIEW**

The Faculty Advisor(s), Student Researcher(s), and External Researcher(s) MUST complete an online training in Human Subjects before submitting an IRB application (see training options). Include a completed copy of training or a summary and log (date, time, training attended) of the training with the IRB application.

◯ New IRB Project

◯ IRB Resubmission project (Enter IRB ID # assigned):

For resubmission include date of most recent previous review:
( )

2. **DATA COLLECTION DATES**: From ( ) to ( )

Required Information: Data collection dates should give time for the IRB to review your protocol. Please allow 30 days from the date you turn the application in as the protocol start date (Example: if today's date were January 1, 2XXX please use January 31, 2XXX as the earliest possible start date).

3. **INVESTIGATOR(S)**
(Copy and paste additional investigator names as needed. If this is a student project, the faculty advisor should be listed as a Co-Investigator and as the approving faculty advisor).

Student or Faculty Investigator Name:	
Department:	
Phone Number:	
Email:	
Faculty Advisor Name:	
Department:	
Phone Number:	
Email:	
Purpose of the Research:	

4. **PROJECT TITLE:**

5. **PARTICIPANTS** (approximate number and all applicable categories):
Number of participants proposed: ( )

☐ Female ☐ Male ☐ Other:

☐ RTC students
☐ Children (17 or younger)
☐ Prisoners
☐ Patients in institutions
☐ Pregnant women
☐ Other:

6. **FUNDING:** Project period from ( ) to ( )

Are you seeking funding for this research? ◉ No ○ Yes
If yes, submit one copy of the proposal summary or abstract with the application.

Does the funding agency require IRB approval? ◉ No ○ Yes ○ N/A
If yes, provide all relevant forms, instructions, etc. with this application.

7. **REVIEW CATEGORY**: Please mark all items that apply.
Note: Most research with children cannot be reviewed under exempt review. The protocol would require either expedited or full board review. See OHRP regulations.

☐ **Exempt Review** (based on the following categories):

☐ Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

☐ Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, **unless**: (i) information obtained is recorded in such a manner that human participants can be identified, directly or through identifiers linked to the participants; and (ii) any disclosure of the human participants' responses outside the research could reasonably place the participants at risk of criminal or civil liability or be damaging to the participants' financial standing, employability, or reputation.

☐ Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (b) (2) of this section, if:(i) the human participants are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

☐ Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that participants cannot be identified, directly or through identifiers linked to the participants.

☐ Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed

to study, evaluate, or otherwise examine: (i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.

☐ Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

8. Please explain how your research fits into one of these exempt categories.

(This section should be about 1-2 paragraphs – please attach info)

ATTACHMENTS: All relevant project materials and documents, including:

☐ Surveys, questionnaires, interviews, and measurement instruments
☐ Include letters of approval/permission on letterhead from cooperating agencies, schools, board of education, school districts, and other agencies, if relevant.
☐ Participant recruitment materials (e.g., fliers, advertisements)
☐ Other: ( )

9. **AFFIRMATION OF COMPLIANCE**:

Note: Investigators or researchers are required to notify the IRB of substantive changes to protocol, unanticipated adverse, serious events experienced by participants, and project completion. The data must be kept at least three years after the study ends.

I agree to follow the procedures outlined herein and to ensure that the rights and welfare of human participants are properly protected. I will commence the study only after receiving approval from the IRB and having complied with required modifications. I will promptly report additions, changes, or problems involving the rights or welfare of human participants to the IRB by contacting the IRB staff member.

I affirm that I have read and reviewed the accuracy of this application and accept responsibility for the ethical conduct of this research, supervision of human participants, and maintenance of data and informed consent documentation as required by the IRB. (Cut and paste additional investigator signature lines as needed).

_____	_____	_____
Signature of Investigator	**E-mail Address**	**Date**
_____	_____	_____
Signature of Co-investigator	**E-mail Address**	**Date**

APPROVAL FROM FACULTY ADVISOR OR SPONSOR:

I affirm that I have proofread and reviewed the accuracy of this application and accept responsibility for the ethical conduct of research, student supervision, and documentation maintenance.

I agree to follow the procedures outlined herein for my student(s) and to ensure that the rights and welfare of human participants are properly protected. I will ensure the study does not commence until the study has been approved by the RTC IRB and having complied with required modifications. I will promptly report additions, changes, or problems involving the rights or welfare of human participants to the IRB by contacting the IRB staff member. (copy and paste additional faculty advisor approval signatures and contact information lines as needed below.).

Printed Name of Faculty Advisor	School/Department	Phone
Signature of Faculty Advisor	E-mail Address	Date

Filling out the Form Guidance: When writing each section below please be clear, concise, coherent. Define appropriate theories, methods used, and define abbreviations and acronyms as needed).

10. **RECRUITMENT OF PARTICIPANTS**:

Describe sources of potential participants, how they will be selected and recruited, and how and where you will contact them. Include all relevant characteristics with regard to age, ethnicity, sex, institutional status (i.e., patients or prisoners), and general state of physical and mental health.

Note: Recruitment issues can be especially critical when any federally defined "vulnerable population" is involved. This includes children, pregnant women, prisoners, others who are institutionalized, and anyone who might be at particular risk or whose cooperation might be dependent on coercions, no matter how slight. Any participants in these categories are not eligible for exempt status consideration. Please complete a full review application.

(This section should be about 1-2 paragraphs – please attach info)

11. **DESCRIPTION OF THE PROJECT**:

Briefly describe the objectives and methodology of your research (including hypothesis and/or research questions), data collection procedures, and features of the research design that involve specific procedures or special conditions for participants (including frequency, duration, and location of participation.

It would be most helpful to organize this section with the following sub-headings:

a. Objectives of the Study
b. Hypothesis or Research Questions
c. Methodology (the design of the study)
d. Data Collection
e. Data Analysis
f. Dissemination

(This section should be about 1-2 pages – please attach info)