Atlanta Metropolitan State College Institutional Review Board Application Packet

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Project Information Form
For Human Research or Related Projects

1. General Information

Title of Project: _____
Name of Principal Investigator(s)/Person Conducting Research: _____
Mailing Address: _____
Email Address: _____
Telephone Number: _____
Fax Number: _____

2. Purpose of the Study

Please provide a summary of the purpose of the study. Be sure to include details such as your target audience, methodology, research hypothesis and design. If you require additional space, please include an attachment with this form.

3. Procedures to be followed

Please indicate all procedures that will require subject's involvement (e.g. focus group, survey, telecast, interview). Also indicate any procedures conducted with this project that would be considered experimental including but not limited to: use of any audio/visual recording(s), use of any observatory methods that result in data collection.

4. Human Research Questions

Please provide a full description of the data or information that will be collected. Please a**ttach:** (1) a list of the questions and/or instructions that will be used to collect data or information from the human subjects involved in this research; (2) the consent form for participants to sign prior to the data collection. Note that the contributions to this research provided by the human subject is the intellectual, or other property of the human subject, who, if he/she desires, will grant consent for the researcher to use information/data collected for the sole stated purpose of this research. The researcher is asked to include a statement in the consent form with this understanding between the researcher and the human subject.

5. Duration/Time

Please give estimated project start and end dates, as well as indicate the total time required of individuals you will collect data in order to complete participation in this research. If applicable, indicate a calendar of activities if the data/information collection will occur in multiple sessions.

6. Statement of Confidentiality/Privacy

Each participant in this research shall be treat as confidential, and privacy protected. No information/data obtained or collected from this research/study shall be divulged or shared without the participants prior written consent. Indicated below whether or not the subjects/participants involved in this research will be identifiable or not. If collected data/information will contain identifiers or in any way be able to link participant responses to their identity, explain the extent to which subject records and data will be held confidential. For example, describe if code numbers and pseudonyms will be used and the storage/security of data. Explain who will have access to participants' identity and access to the data.

7. Compensation/Benefits for participation

Indicate whether or not participants in this research/study, as a result of their participation, will be compensated or receive any type benefit. Explain the type of compensation or benefits that will be provided to participants.

8. Right to Ask Questions

Please contact Ms. Linda Howard at (404)756-4654 with questions regarding this application for conducting research at Atlanta Metropolitan State College.

9. Additional Information

After completing the "Project Information Form," please review and sign the "Investigator Agreement." These two items will complete the application request packet. If you have already been approved by an institution within the University System of Georgia, please indicate so. Or, if you meet Federal exemptions, complete the IRB Exemption Form at the end of this application. Either of the items above can significantly expedite the approval process.

All IRB forms are found on the IRB webpage at www.atlm.edu/IRB. Failure to submit all required documents will automatically disqualify your application to conduct research at AMSC. Submitting all documents does not guarantee the approval of your research. Please present as much information as possible in order to assist the IRB in making an informed decision.

10. Signatures

The signatures below certify that the information provided in this application is accurate.

Principal Investigator's/Researcher's Signature _____ Date _____

Graduate Student Advisor's Signature (If applicable) _____Date _____

For IRB Use Only

Name of IRB Reviewer_____

IRB Member's follow-up questions, comments, concerns, and/or requests

Recommended Approval of this IRB Request

☐ **Yes** ☐ **No**

If no, provide reason.

_____II

RB Chair Signature Date

Investigator Agreement

Name of Principal Investigator/Person Conducting Research: _____

Research Project Title: _____

(1) The above-named Investigator has reviewed:

(a) *The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research* (http://ohsr.od.nih.gov/guidelines/belmont.html);
(b) The U.S. Department of Health and Human Services (HHS) regulations for the protection of human research participants at 45 CFR Part 46 (http://ohsr.od.nih.gov/guidelines/45cfr46.html); and
(c) Atlanta Metropolitan State College's policies and procedures for the protection of research participants

(2) The Investigator understands and hereby accepts the responsibility to comply with the standards and requirements stipulated in the above documents and to protect the rights and welfare of human participants in research conducted under this Agreement.

(3) The Investigator will comply with all other applicable federal, international, state, and local laws, regulations, and policies that may provide additional protection for human research participants conducted under this Agreement.

(4) The Investigator will abide by all determinations of the Atlanta Metropolitan State College (AMSC) Institutional Review Board (IRB) and will accept the final authority and decisions of the IRB, including, but not limited to, directives to terminate participation in designated research activities, destruction of any and all data collected of and from human research subject participants.

(5) The Investigator will report promptly to the IRB any proposed changes in the research activities conducted under this Agreement. The Unaffiliated Investigator will not initiate changes in the research protocol without prior IRB review and approval, except where necessary to eliminate apparent immediate hazards to research participants.

(6) The Investigator will report immediately to the IRB any unanticipated problems involving risks to participants or others in research covered under this Agreement.

(7) The Investigator acknowledges and agrees to cooperate in the IRB's responsibility for initial and continuing review, record keeping, reporting, and certification for the research referenced above. The Investigator will provide all information requested by the IRB in a timely fashion.

(8) The Investigator will not enroll participants in research under this Agreement prior to review and final approval of the research protocol by the IRB. (**Note**: The Atlanta Metropolitan College IRB requires completed "Informed Consent Forms" from participants prior to approving human subject research).

(9) Investigator will not violate the Family Educational Rights and Privacy Act (FERPA).

(10) The Investigator honors and will not violate any conditions of the participant's Consent Form.

(11) This Agreement precludes the Investigator from taking part in research not covered by this Agreement.

(12) The Investigator acknowledges that he/she is primarily responsible for safeguarding the confidentiality, rights, privacy, and welfare of each research participant, and that the research participant's rights, confidentiality, rights, privacy, and welfare must take precedence over the goals and requirements of the research.

Research Advisor's Contact Information (if applicable)
If this research is associated with a College/University thesis/dissertation, indicate the following information:

Name of Institution: _____
Research Advisor's Name: _____ Phone #:_____
_____
(*City*) (*State/Province*) (*Zip/Country*)

Email Address: _____

Agreement to Terms/Conditions of the Investigator's Agreement

The below signature(s) indicate agreement to the terms and conditions of the Investigator's Agreement

Signature of Principal Investigator/Person Conducting this Research:

_____
Name Date

Signature of Research Advisor:

_____
Name Date

AMSC Contact Information:
Linda Howard
Telephone: 404-756-4654
Email: lhoward@atlm.edu
Fax: (404)756-3784

_____

For IRB Use Only

AMSC IRB Reviewer: _____
Name Date

Comments

IRB Exemption Form

Many research projects involve studying people but are exempt from IRB review. In some cases, these projects are exempt because the interview subjects – as human beings – are not the subject of the inquiry. Instead, the project deals with the public role of these individuals. In other cases, the questions being asked are simply not sensitive, and we can reasonably claim that the research does not pose a risk of harm to subjects. If you believe that your research project is exempt from IRB review, please elaborate on your claim below.

In submitting this form, you asking the appropriate IRB representative to grant your project an exemption from IRB review. The researcher cannot make the determination herself or himself. If you have received approval from another USG or related institution, please attach the approval and supporting documentation used.

1. Name of Principal Investigator/Researcher: _____

2. Title of Project: _____

3. Indicate Mode(s) of interaction with subjects (e.g. in person, phone, email) _____

4. Please provide a brief Summary of Research Design and Goals.

Justification for Exemption. Federal law lists the following forms of research as exempt from IRB review. In the expandable boxes below, please **explain** any exemption that applies:

Research is on educational methods or evaluation in a normal educational setting.	
Research involves tests, surveys, or observations of public behavior without collecting any information to identify the subjects.	
Research involves no sensitive information (i.e., no physical, psychological, or social harm would come to the subject if he or she were identified with the information collected).	
Research involves public (elected or appointed) officials in their public roles. [NEITHER NGO OFFICIALS NOR ACAEMIC EXPERTS COUNT: PROCEED TO IRB FORM]	
Research involves publicly available information or documents. [DO NOT MARK IF YOU ARE CONDUCTING ANY INTERVIEWS.]	
Research involves the collection or study of existing data, documents, records AND the information is recorded by the investigator in such a manner that the subjects cannot be identified, directly or through identifiers linked to the subjects.	[DO NOT USE IF YOU ARE COLLECTING ANY NEW DATA OR CONDUCTING ANY INTERVIEWS.]
Research or demonstration projects evaluate, or otherwise examine public benefit or service programs.	
Research involves taste and food quality consumer acceptance studies of wholesome food.	

Examples of Exemptions

Research is on educational methods or evaluation in a normal educational setting.

You might introduce a "pre-test" teaching methodology in one section and compare the final exam test scores of students in and not in the pre-test section.

Research involves no sensitive information (i.e., no physical, psychological, or social harm would come to the subject if he or she were identified with the information collected).

You can ask people which brand of toothpaste they prefer and why.

Research involves tests, surveys, or observations of public behavior without collecting any information to identify the subjects.

You can observe and record how people passing a homeless person on a Washington street react to him or her.

Research involves public (elected or appointed) officials in their public roles.

You can ask President Clinton how the Lewinsky issue is affecting his ability to g

Research involves publicly available information or documents.
You can use Washington Post reports of leaks from the Kenneth Starr investigation.

Research involves the collection or study of existing data, documents, records AND the information is recorded by the investigator in such a manner that the subjects cannot be identified, directly or through identifiers linked to the subjects.
You have access to data someone else has collected, and all demographics that would

Research or demonstration projects evaluate, or otherwise examine public benefit or service programs.
You can accept a contract from the USDA to set up a demonstration project to test a new model for delivering WIC benefits.

Research involves taste and food quality consumer acceptance studies of wholesome food.
You can have people take the "Pepsi Challenge."

All the human subjects components of the research MUST fall into the exempt categories.

If so, sign below that ALL research falls in the exempt categories:

Signature of Researcher: _____

Name Date

Mail or email this document, with appropriate signatures to:

Linda Howard (lhoward@atlm.edu)
Department of Institutional Effectiveness
Atlanta Metropolitan State College
1630 Metropolitan Parkway
Atlanta, GA 30310