Atlanta Metropolitan State College Institutional Review Board Application Packet

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Project Information Form for Human Subject Project (or Research)
Atlanta State Metropolitan College

1. **Title of Project**

_____

_____

_____

2. **Principal Investigator(s)**
   Name(s): _____
   Mailing Address: _____
   Email Address: _____
   Telephone Number: _____
   Fax Number: _____

3. **Other Investigator(s) or person(s) who will have custody of project information/data of human participants:**
   Name(s): _____
   Mailing Address: _____
   Email Address: _____
   Telephone Number: _____
   Fax Number: _____

4. **Are you willing to provide AMSC with your final research paper to archive or access to preliminary and final survey results?**

   ☐Yes ☐No

5. **Purpose of the Study**
   Please provide a summary of the study below. Be sure to include regarding target audience, methodology, rationale, use of data and research design. If you require additional space, please attach your summary with this form.

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6. Procedures to be followed

Please indicate all procedures that will require subject's involvement (e.g. focus group, survey, telecast, interview). Also indicate any procedure conducted with this project that would be considered experimental including but not limited to: use of any audio/visual tape recording(s), sue of any observatory methods that result in extensive data collection. Provide location (address) of where collected data will be stored, duration of storage, and disposal procedures.

7. Human Research Questions

Please provide a full description of the data that will be collected. If it requires addional space, attach your survey questions or other instruments that will be used as a separate document for concentration and review. Additionally, provide all consent forms that will be used in this study. *Note: It is an institutional requirement that the following statement is included in all consent forms,* ***"the intellectual property of this interview will be held by the interviewee."***

8. Duration/Time

Please give an estimated project start date as well as a time span that will be required of individuals in order to complete participation in your research. If applicable, explain the period of time during which this participation will occur and the number of sessions required.

9. Statement of Confidentiality

Each party shall treat as confidential all information obtained from the other during the negotiation of, or pursuant to, this Study and shall not divulge such information to any person (except to such other party's own Investigators or approved affiliates who need to know the same) without participants prior written consent provided that this clause shall not extend to information which is already public knowledge or becomes so at a future date (otherwise than as a result of a breach of this clause) or which is trivial or obvious.

If collected data will contain identifiers or 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

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10. Payment for participation

Explain any compensation that will be provided to participants. PLEASE NOTE: If payment for participation is not being offered, please disregard this statement.

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11. Right to Ask Questions

Please contact DiYanna Jiles at (678) 623-1267 with questions or concerns about conducting this study in connection with Atlanta Metropolitan State College.

12. Additional Information

Please complete and submit the following forms with your request packet:

1. Project Information Form
2. Investigator Agreement
3. IRB Exempt Form (If Applicable)

All forms can be found at
http://www.atlm.edu/irpa/Institutional%20Review%20Board/webpages/consent_form.html.

Failure to submit all required documents will automatically disqualify your study. Submitting all documents does not guarantee the approval of your study. Please present as much information as possible in order to assist the committee in making an informed decision.

For IRB Use Only

Reviewed by IRB Committee Member _____

Committee Member Questions, Comments, and Concerns

_____

_____

_____

_____

_____

_____

Recommend Institution Participation

☐Yes ☐No

_____ _____

Committee Member Signature Date

Investigator Agreement

Name of Institution Conducting Human Subject Research/Project:

_____

Name of Principal Investigator:

_____

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.

Principal Investigator Signature: _____ Date _____

Name: _____ Title(s): _____
(*Last*) (*First*) *(Middle Initial)*

Address: _____ Phone #:_____

_____ Email: _____
(*City*) (*State/Province*) (*Zip/Country*)

AMSC IRB Signature: _____ Date _____

AMSC Contact Information:

Mark Cunningham, IRB Chair
Telephone: 678-623-1267
Email: irb@atlm.edu
Fax: (404)756-3784

Atlanta Metropolitan State College IRB Exemption
(Form1B)

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.

Name of Principal Investigator:

_____

Research Project Title:

_____

Mode(s) of Interview (in person, phone, email):

_____

Please provide a brief summary of project research questions and design below:

_____

_____

_____

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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.	

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

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

Signed Name:_____

Date:_____

E-MAIL TO: irb@atlm.edu

Examples:

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

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

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 provide unique identifiers have been stripped.

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."