Bellevue College Institutional Review Board (IRB)
Human Subjects Research Project Proposal

This document is for reference only as you prepare your application.
Please fill out your application on our Online IRB Project Application Form.

Contact irbchair@bellevuecollege.edu with any questions.

Project. Provide the name of the project, as well as the intended start and end dates for the project.

Project Name _____

Project Start Date (mm/dd/yyyy) _____

Project End Date (mm/dd/yyyy) _____

Principal Investigator. Identify the individual leading the project and their contact information.

Name _____

Division/Department _____

Phone Number _____

Email _____

Please attach documentation of human subjects research certification for the **principal investigator**. No-cost training is available through HHS.gov; we require certificates from lessons 1, 2, and 4 for the principal investigator and all personnel. You can combine PDF files or compress into a ZIP file to attach as a single file.

Other Personnel. Identify any other individuals involved in the project who will be involved in the data collection or will be working with data collected as a part of the project.

	Name	Division/Department	Email
1			
2			
3			
4			

Please attach documentation of human subjects research certification for the other personnel. No-cost training is available through HHS.gov; we require certificates from lessons 1, 2, and 4 for all personnel. You can combine multiple PDF files or compress them into a ZIP file to attach as a single file.

Grant Affiliation. Is your project grant funded? If so, name the grant that is funding the research.

- ○ Yes (Please name the grant) _____
- ○ No

Level of Review. The following guidelines to determine the level of review primarily apply to social science research (such as surveys, interview, focus groups, review of written materials, or observational studies). Email the IRB chair at irbchair@bellevuecollege.edu if you want guidance on which level of review to request.
*The phrase **'not more than minimal risk'** means that the harm or discomfort that could arise from the research are not beyond what an individual may ordinarily encounter in daily life or during routine physical or psychological tests.*

- ○ Exempt Review - The study does not pose more than minimal risk and participants are fully anonymous
- ○ Expedited Review - The study does not pose more than minimal risk, but participants are identifiable to investigators
- ○ Full Board Review - The study poses more than minimal risk, or one or more of the following vulnerable populations are expected to participate in the study: Those under the age of 18, other than dual enrollment students (such as Running Start students) enrolled in college-level coursework Those with disabilities that would impact their ability to provide informed consent Those who are pregnant, when the study involves the study of the pregnancy Those who are incarcerated

Purpose of the Study. What knowledge do you hope to gain through this study? What impacts do you expect the findings of your study to have on theory, practice, or future research?

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Method of the Study. What is being done in the study? How will the data be collected? If the study involves asking questions of participants, such as through a survey or interview script, briefly describe the nature of the instrument and attach the materials in the following question.

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Please upload a copy of the survey (if using Qualtrics, you can export it to Microsoft Word), interview questions, or other materials used to collect the information from participants. If you have multiple files, please combine them into a single file or compress them into a ZIP file to upload as a single file.

Estimated Participants. What is the estimated number of participants for the study?

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Study Population. Who are the people you expect to participate in the study?

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Vulnerable Populations. Which, if any, of the following populations are expected to participate in the study? *Selecting any of the populations requiring full board review will convert this study to a full board review study, please respond to the rest of this proposal accordingly.*

Does not require Full Board Review

☐ Those under the age of 18, but enrolled as dual enrollment students in college-level coursework (for example, Running Start students)

Requires Full Board Review

☐ Those under the age of 18, other than those enrolled as dual enrollment students in college-level coursework

☐ Those with disabilities that would impact their ability to provide informed consent

☐ Those who are pregnant, when the study involves the study of the pregnancy

☐ Those who are incarcerated

☐ None of the above

Informed Consent Process. How will you ensure that your participants are adequately informed about the study before participation? Informed consent can be done through recruitment materials (if participation comes through interacting with the recruitment materials, like an emailed survey invitation), as a standalone document or survey landing page, or verbally collected via audio or video recording.

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Elements of Informed Consent. The components listed below are based on the level of review. Ensure and confirm that your informed consent contains the following elements:

Exempt Review (numbers 1 through 6)

- ☐ 1. Purpose of the study
- ☐ 2. Brief description of the method
- ☐ 3. Description of the level of anonymity or confidentiality
- ☐ 4, Expected duration of participant involvement
- ☐ 5. Contact information for the Principal Investigator
- ☐ 6. Contact information for the IRB (irbchair@bellevuecollege.edu)

Expedited Review (numbers 1 through 8)

- ☐ 7. Brief description of the data protection
- ☐ 8. Statement that participants can withdraw from the study at any time

Full Board Review (numbers 1 through 11)

- ☐ 9. Description of reasonably foreseeable risks or discomforts to the participant
- ☐ 10. Description of the study's benefits to the participant or to others
- ☐ 11. Explicit affirmative consent documentation (for example, a dated signature or recorded verbal consent)

Other Elements, as Applicable

- ☐ Compensation for participation
- ☐ Alternative procedures
- ☐ Parental consent for those under the age of 18, other than those enrolled as dual enrollment students in college-level coursework

Please attach the recruitment and informed consent materials. If you have multiple files, please combine them into a single file or compress them into a ZIP file to upload as a single file.

Compensation (if applicable). Please describe the compensation to provided to participants, and what, if any, alternative procedures may allow participants to receive similar compensation.

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Data Protection (Only if Expedited or Full Board Review). Where and how will the collected data be stored (for example, electronic or hard copy)? What precautions will be taken to ensure that identifiable information cannot be accessed by those other than the project's personnel?

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Risks to Participants (Only if Full Board Review). What risks may participants be subject to due to participation in the study? What steps will be taken to minimize these risks and address them in the presence of evidence of harm?

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Benefits to Participants (Only if Full Board Review). What benefits, other than compensation, may participants gain due to participation in the study? What benefits does the study provide to those other than participants?

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Responsibilities of the Principal Investigator. The principal investigator is responsible for ensuring that they and the other study personnel conduct the study ethically and as described in the submitted materials.

- The principal investigator must submit substantive changes in personnel, procedures, materials, or timeline for written approval prior to the changes' implementation, except as necessary to protect participants from harm.
- The principal investigator must notify the IRB chair of any unanticipated problems or adverse events related to the study in a timely manner.
- The principal investigator must maintain informed consent documents throughout the duration of the study and for a period of three years thereafter.

I certify that the protocol and method of obtaining informed consent as approved by the Institutional Review Board will be followed during the period covered by this research project. Any future changes to the research project will be submitted to the IRB for review and approval prior to implementation.

Signature and Date (mm/dd/yyyy)

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