

Overview and Contact

Welcome to Valencia College's Human Research Protection Program (HRP) Institutional Review Board (IRB) Application

Note: If you are a Valencia College student you should not complete this form, instead please talk to your instructor about your undergraduate research project and ask that person about your next steps.

Note: If you are an employee you will want to first complete the [Key Questions Checklist](#) to determine whether or not you should be completing an IRB application for review if you are uncertain.

Please complete this form only when you have all materials ready to submit in final form.

Read the application overview and the related expectations and responsibilities outlined for researchers posted [here](#). The overview also includes sample forms that you can tailor for your own study as appropriate. It also includes a list of the items you need to have gathered before you use this form.

This is the online form where you will apply for IRB review and upload supporting documents (e.g., your informed consent forms, recruitment flyers, survey questions, pre- and post-tests). You will also need to enter the name and e-mail address of the person who has agreed to sponsor your study. Make sure that person has agreed and is familiar with your study as this step in the form will trigger an e-mail that will be sent to that person requesting their signature approximately five hours after you submit this.

After reading through this application if you have questions please contact the IRB Chair at irb@valenciacollege.edu.

Please let us know the title of your study and how to contact you...

Title of your study	<input type="text"/>
Your first name	<input type="text"/>
Your last name	<input type="text"/>
Your current position / title	<input type="text"/>
Department / program	<input type="text"/>
Mail Code (if applicable)	<input type="text"/>
Campus (if applicable)	<input type="text"/>
Phone number (xxx-xxx-xxxx)	<input type="text"/>
Address first line	<input type="text"/>
Address second line	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip code	<input type="text"/>

Let us know your planned start date (mm/dd/yyyy):

Let us know your planned ending date (mm/dd/yyyy):

Note: The IRB determination spans one year and researchers are able to apply to extend approval.

Which best describes you?

-
- I am a Valencia College employee
- I am not a Valencia College employee

I have read the application overview and the related expectations and responsibilities outlined for researchers, which describes the federal policies that are applicable as well as the college policies that the investigators (researchers) must follow, accessible [here](#).

-
- Yes, I have read this and agree to abide by the policies and procedures as described.
- No, I have not read this.

External Connections

What is your source of funding for this research?

-
- External funding (please specify the source, for example Title III, NSF)

- Funding from the college

- No funding (independent research)

- Other

Will individuals outside of Valencia be collaborating on your study?

-
- Yes
- No

Please let us know more about the person with whom you are collaborating.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Organization	<input type="text"/>
Title / role:	<input type="text"/>
E-mail	<input type="text"/>

Please describe this person's role:

Is this your being conducted as part of a dissertation or thesis?

If so please obtain IRB approval from your institution first, as they may ask for changes to your study.

- Yes
- No

Please let us know how to contact your supervisor or committee chairperson in the case that questions arise.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text"/>
Organization	<input type="text"/>
Phone	<input type="text"/>
E-mail	<input type="text"/>

Human Protection of Subjects Training Completion

Principal Investigator (PI) Lead Researcher

IRB - Protecting Human Research Participants (PHRP) Training Completed

Training must have been completed less than three years prior to the start of participant recruitment and must be completed at least once every three years; please upload copies of completion certificates at the end of this application in PDF format. The Valencia college workshop regarding principles of good practice in research is not applicable as Protecting Human Research Participants (PHRP) Training.

- Completed CITI training
- Completed Harvard's non-affiliate training
- Completed Protecting Human Research Participants (PHRP) training
- Completed training elsewhere

Will you share the responsibilities for this study with a co-Principal Investigator (co-PI) - a second lead researcher?

- Yes
- No

Co-Principal Investigator (PI) Second Lead Researcher (if applicable)

IRB - Protecting Human Research Participants (PHRP) Training Completed

Training must have been completed less than three years prior to the start of participant recruitment and must be completed at least once every three years.

- Completed CITI training
- Completed Harvard's non-affiliate training
- Completed Protecting Human Research Participants (PHRP) Training
- Completed training elsewhere

- I am not sure

Please let us know the name and affiliation of this person.

First name

Last name

Title / Role

Organization / Department / Office

Please enter the E-mail address of your co-PI - collaborating Principal Investigator.

(Please double-check it, as a copy of this application will be sent to this address.)

Research Methodology

Briefly describe your project's research methodology in non-scientific language.

Your research design (including measures and observations to be taken, location)

Procedures to be used for data collection

Plans for:

- (1) data confidentiality (the researchers will know the names of the participants but have a plan to control the process so the names will not be revealed to others) or data anonymity (the researchers will not know the names of the participants and have a plan to control the process so the names will not be tied to the data);
 - (2) limited data access (the researchers have a plan to limit those who have access to the data to ensure security); and
 - (3) data disposition (the researchers have a plan to ensure the safe and complete destruction of data after the data is no longer needed for research purposes).
-

Specifically what will be done with or to the research participants

Expected outcome of research / how research findings will be used

Other (e.g., request for waiver of documentation of informed consent)

Age of participants

- Younger than 18
- 18 or older
- Both

Number of participants to be recruited

Special populations to be recruited / investigated (select all that apply)

- Economically disadvantaged
- Racial / ethnic minoritized individuals
- Women who are pregnant
- Individuals diagnosed with mental disorders or intellectual limitations
- Individuals who are incarcerated (for example, in prison)
- Other
-
- Does not apply

Recruitment Process (including steps to ensure that participation is voluntary and any remuneration):

Please let us know the review category that best applies to your research study. If you would like to read more about these designations, please click [here](#).

-
- I request that this research be considered exempt from IRB review.
- I request that this research be considered for expedited IRB review.
- I believe this research is subject to full IRB review.
- I am not sure.

Supervisor / Sponsor Sign-off

Please enter the e-mail address for your Valencia College supervisor / accountable administrator. This should be the person with whom you have already discussed your study and this person should have agreed to permit / sponsor the study. Please double-check this E-mail address as you type it. Once you have submitted this application an E-mail will be sent to that person including a summary of your study. They will be asked to login and provide an online signature.

Note for non-employees: Researchers seeking IRB review must have an administrator at the college who has agreed to be accountable for the research. The IRB office does not facilitate or coordinate research projects and does not connect researchers with administrators. Please exit this application and contact the office of the Vice President for Analytics and Planning if you do not have a sponsor at the college for your research - here are the [steps](#) you need to take.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Title / Role	<input type="text"/>
Department / Office	<input type="text"/>
E-mail	<input type="text"/>

Request and Final Signatures and Agreement

Please upload your complete application materials in one PDF document. This should include your supporting documents (e.g., your informed consent forms, recruitment flyers, survey questions, pre- and post-tests) and Human Subjects Protection training certification. These should be combined as one PDF document. Please name the document file using your last name, first name, and the date you are uploading it (for example, 5-28-2020).

Enter your E-mail address - please double-check it as this is where your confirmation will be sent.

Please read and sign before submitting...

I certify that the protocol and method of obtaining informed consent as approved by the Valencia IRB 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.

×

SIGN HERE

clear

Since you noted you are a **Valencia College employee**, please click [here](#) and a new window will open. You must submit a ticket that will begin your correspondence with our office after you submit this application. You will be able to access your ticket there at anytime for any update. Please submit your ticket shortly and then our office will begin the review process.

With your next click you will be submitting your application and you should receive an acknowledgement e-mail message within the next five hours (please check your spam folder). Approximately five hours after you submit this, please contact the person who has agreed to sponsor your study and ask if they received the link to the signature page. Make sure that the notification did not go to that person's spam folder.

If you have questions please contact the IRB Chair at irb@valenciacollege.edu.
