

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

**Sponsor / Supervisor Signature page**

Please look at the E-mail message that directed you to this Website. It was automatically sent to you because a researcher entered your name and contact information as part of their IRB application and this person would like you to sign this form as the supervisor / sponsor for their study.

**Why did you receive this E-mail?** Researchers seeking IRB review must have a supervisor / sponsor at the college who has agreed to supervise the conduct of the research.

Upon signing this form the supervisor / sponsor agrees to supervise the conduct of the research and take action as needed, if risk is posed to participants. The supervisor / sponsor is not responsible for the findings. The supervisor / sponsor makes sure that the study is conducted in accordance with the steps in the attached proposal. Once the supervisor / sponsor signs off the application is reviewed for risk by the IRB in compliance with federal and institutional policy. If the plan poses risk to participants, the study will be declined or sent back to the researcher for changes required by the IRB. When a supervisor / sponsor indicates s/he will not agree to supervise / sponsor the study s/he is saying "no" for the college, and the research cannot go forward.

This person was directed to ask you for your permission first and general oversight, after sharing details about the study being proposed with you.\*

**What happens next?** Make sure to download, read, and save the PDF copy of the application that was included with the E-mail you received when the researcher submitted an IRB application. You then need to decide if you will sponsor it. Please respond to the questions below. If you are willing to sponsor this study please sign before submitting.

Whether or not you agree, a copy of your responses on this form will be sent to the researcher and to the IRB Chair. You will also get a copy. This form should take approximately 5 minutes to complete. After reading the statements below, if you have questions please contact the IRB Chair: Laura Blasi, Director, Institutional Evaluation [lblasi@valenciacollege.edu](mailto:lblasi@valenciacollege.edu).

*\*The IRB office does not facilitate or coordinate research projects and does not connect researchers with supervisors / sponsors, so the conversation about sponsorship / supervision should have happened with you before the researcher began the application for IRB review.*

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Please let us know more about the automatic e-mail you received (you can copy and paste from it).

The title of the study is:

The researcher first name is:

The researcher last name is:

The researcher E-mail is:

Please let us know which best describes you. If you change your mind after reading this form, you can use your "back" button and change your response to this question.

- 
- I am not familiar with this person / this study
- I am familiar with this person and this study, but I am not able to sign as a sponsor / supervisor
- I am familiar with this person and this study and I am able to sign as a sponsor / supervisor

Are you a dean and signing as the supervisor for this researcher?

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- Yes
- No

### Supervisor Role and Researcher Accountability

Currently deans are expected to:

- Support faculty and staff through honest communication
- Hear their ideas and concerns with an open mind
- Communicate directly and honestly
- Ensure the integrity of academic programs (including research projects)
- Uphold professional and accreditation standards
- Select, supervise, evaluate, and develop faculty and staff
- Collaborate with administration, faculty, and staff in campus and college-wide planning

When signing as the supervisor we ask that you take into consideration the professional expectations you hold for this faculty or staff member as well as your understanding of the time and commitment needs and circumstances of your department / office.

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### Sponsor / Supervisor Signature

As the sponsor / supervisor at Valencia College, before signing as the sponsor or supervisor for this researcher, I agree to review the research study proposed. I have read the steps the researcher is taking to protect the study participants. I agree to assist the researcher, taking any steps as agreed upon in advance, once it has been reviewed by the Institutional Review Board (IRB) and found compliant with federal regulations governing the protection of participants. For example, as the sponsor for this researcher, if that person asks for access to specific courses or contact lists I will provide assistance or direct that person to the appropriate office. I will be responsible for requiring that the research be conducted in accordance with information in this application and with applicable college procedures and policies. I will contact the IRB chair with questions and if any concerns arise related to the protection of human subjects.

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**SIGN HERE**



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**Please let us know how to contact you...** we will next send you a copy of this statement. Please also look in that acknowledgement for a checklist outlining ways that you can follow-up with the researcher. The researcher and the IRB chair will also receive a copy of your response to this statement. If you do not receive a copy of this statement and the checklist in your E-mail within five hours please check your spam folder. You can also contact me directly - Laura Blasi, Director, Institutional Evaluation - [lblasi@valenciacollege.edu](mailto:lblasi@valenciacollege.edu)

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First Name	<input type="text"/>
Last Name	<input type="text"/>
Department / Office	<input type="text"/>
Title / Role	<input type="text"/>
Campus / location	<input type="text"/>
E-mail	<input type="text"/>
Phone (xxx-xxx-xxxx)	<input type="text"/>

Thank you - please click the arrow below to submit your form.

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