MOTT COMMUNITY COLLEGE

Institutional Review Board (IRB)
Application for the use of Human Participants

Principal Investigator:	**Name of Institution:**
Email Address:	**Phone:**
Purpose of request (dissertation, thesis, etc):	

Status of Principal Investigator

- ○ Community Member
- ○ Masters/Doctoral Student
- ◉ MCC Faculty
- ○ MCC Staff
- ○ Other ☐

If Mott Community College Employee	
Supervisor Name:	Supervisor Phone:

Please complete the following. Date: _____

Title of Study
Length of Study (max IRB approval is 12 months)
Describe the research procedures. Include major hypotheses and research designs.
Is this study a part of a larger study? If yes, briefly describe the larger study and whether it also has IRB approval. List all other institutions involved.

If you have questions about this process or form, please Institutional Research and Decision Support. decisionsupport@mcc.edu

Describe how your study will gain informed consent from students and parents.
Describe how you will ensure confidentiality of responses. Include any data coding systems that may be used.
Describe how you will ensure data security as the data is collected, stored and analyzed.
Describe the human subjects to be used in the study and their selection criteria.
Describe any potential benefits or harms to the research subjects.
Does your study involve intentional omission of key information or research in which the subject is purposely led to have false beliefs or assumptions? Explain.

Describe how you will return the results of your study to MCC.
List any other Researchers who may assist the Principal Investigator and their email addresses.

Required Attachments (Provide the following information in attached pdf files).

1. Copies of surveys, questionnaires, interview scripts, and/or interview videos.
2. Letters, flyers, advertisements, etc., used to solicit potential subjects
3. Copy of Consent Form
4. Any pre or post-test, if applicable
5. Resume of Principal Investigator

Please acknowledge each statement by signing.

_____ As the Principal Investigator, I am solely responsible for data collection. The MCC Institutional Research and Decision Support Department may not have resources available to provide you with data requests.

_____ You are not permitted to begin any research until you receive a final approval of the IRB application.

_____ You must obtain consent from individual faculty members for access to their class and students. You must also obtain consent from the department/division to obtain access to faculty and staff.

_____ An approval to conduct research is not an endorsement by MCC of your study or the concepts in your research project.

_____ As the Principal Investigator, I understand that I am responsible for assuring that research participants/human subjects are aware of MCC procedures/protocols and the Centers for Disease Control & Prevention safety guidelines as it relates to the 2019 Novel Coronavirus (COVID-19). I further understand that I am responsible for obtaining a signed "COVID-19 Pandemic Waiver & Acknowledgement Form of CDC Guidelines & MCC Protocols" from each research participant/human subject who will have in-person contact with MCC students, staff, visitors or other research participants. I am responsible for providing a copy of the signed "COVID-19 Pandemic Waiver & Acknowledgement Form of CDC Guidelines & MCC Protocols" to Institutional Research and Decision Support.

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