

Section A: SDCCD IRB Proposal Form

Name:

Title of Research:

Sponsoring Agency or Institution:

Date:

***Instructions:** Please complete each of the seven sections in this proposal document. Each section should not be more than one page in length. All supporting documents (e.g., consent forms, instruments, and recruitment materials) should be submitted separately.*

Section A: SDCCD IRB Proposal Form

I. **Background.** Briefly describe any related research that has been conducted in the past, and the significance of the current effort to that past research, as well as a delineation of the objectives of the present research effort and how the information will be used.

Section A: SDCCD IRB Proposal Form

II. **Methodology.** Describe the methodology to be used for this research study including a) the facilities or setting of the proposed research, b) the data collection techniques, c) the number of proposed subjects, d) the length of time commitment for each subject, and e) the expected duration of the research project.

Section A: SDCCD IRB Proposal Form

III. **Protections.** Provide a thorough explanation of a) the informed consent procedures including dealing with minors, and b) how data will be stored and safeguarded to protect the confidentiality of the research subjects.

Section A: SDCCD IRB Proposal Form

IV. **Sampling.** Describe the sample design including the specific subject parameters (e.g., age, number of units completed, college enrolled, terms enrolled), the maximum number of subjects needed, the sampling technique (e.g., census or random sample), and any inclusion or exclusion criteria.

Section A: SDCCD IRB Proposal Form

V. **Risks.** Provide details on any physical, psychological, or data confidentiality risks that participants will be subject to as well as the safeguards in place to mitigate those risks. Include if necessary an adverse events section that indicates the procedure and time frame for notifying the Chair of the campus IRB, and the Chair of the SDCCD district IRB of any adverse events that occur on the campus involving either the investigators or the subjects of the study.

Section A: SDCCD IRB Proposal Form

VI. **Recruitment.** SDCCD abides by FERPA regulations and Board Policy 4100, which prevents access by external investigators to student and employee confidential data (e.g., emails, individual grades). In order to assist the external investigators with their recruitment, SDCCD will, for a fee (see email price structure) email your target population to inform them of your research. If members of your target audience are interested in participating, they may contact you directly. Please provide in your recruitment materials that you will submit separately, the content for the email(s) that you would like SDCCD to send.

Section A: SDCCD IRB Proposal Form

VII. **Investigator Qualifications.** Provide the names and qualifications of all investigators who will be involved in this research effort.