**Complete all applicable items and attach supporting documents** (type or print).

**Requestor Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status (circle one): Faculty Staff Administrator Student

Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address and Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed target dates:**

Begin Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Complete Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

File Report/Data with Office of the Dean of Organizational Learning & Effectiveness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return this form to:**

The Dean of Organizational Learning & Effectiveness

Tacoma Community College

6501 South 19th Street

Tacoma, WA 98466-6100

P: (253) 566-5124

[abrauburger@tacomacc.edu](mailto:abrauburger@tacomacc.edu)

For Office Use Only: Recommendations and Actions

Request

Signature Approved Date

Administrator/Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Authorizer of Institutional Research: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Comments:

**Project Information:** This section must be completed for review of application, Surveys may be approved through an interview process with an authorized person in the Office of the Dean of Organizational Learning & Effectiveness).

**Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Researcher Identification:** Please provide the name, affiliation, role, and contact information of any other researchers on this project, including advisor, transcriptionist, etc.

**Research Summary:** In layman’s language, please summarize the objectives and significance of the research.

**Participants:** Describe who will participate in this research and how these persons will be recruited.

**Research Procedures:** Specifically describe what the participants will do and where the activities will take place. Outline the approximate dates and durations for specific activities, including the total number of treatments, visits, or meetings required and the total time commitment. Please include a copy of each of your measures as attachments.

**Data Collection:** Please explain how confidentiality will be maintained during and after data collection. If appropriate, address confidentiality of data collected via e-mail, web interfaces, computer servers and other networked information.

**Consent Process.** Describe when and where voluntary consent will be obtained, how often, by whom, and from whom. Attach copies of all consent forms (as well as assent forms for those under age 18 if any).

**Dissemination of Results.** What is (are) the proposed form(s) of dissemination (e.g., journal article, thesis, academic paper, conference presentation, sharing within the industry or profession, etc.)?

**Individually identifiable information.** Will any individually identifiable information, including images of subjects, be published, shared, or otherwise disseminated? Please mark the appropriate box below.

Yes No

Note: If yes, subjects must provide explicit consent or assent for such dissemination. Provide appropriate options on the relevant consent documents.

**Funding Information.**

Is your research funded or is there a pending funding decision? Yes No

If “yes”, please indicate the funding agency here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit a copy of the funding proposal.

**Expected Completion Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INVESTIGATOR ASSURANCES

I certify that the project I intend to carry out at Tacoma Community College will occur as described above. I will notify the Office of the Vice President of any changes to the project in advance of making such changes.

Responsible Project Investigator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**External Requests Only:**

1. What are the benefits of this study to Tacoma CC?
2. List any major or primary reference literature/studies on this topic (cite sources):
3. Identify any other approving agencies/offices involved with names and addresses (e.g. graduate instructors, institutional review boards, etc.):
4. Indicate method(s) of access to institutional data files, such as mainframe data (if secondary sources of data are to be used):

**A Summary of Exemption Standards for research using Human Subjects.** Exemption Statements, highlighted here verbatim, were developed by the Institution Review Board at the University of Illinois, which may be obtained at [www.irb.uiuc.edu](http://www.irb.uiuc.edu). Additional helpful information may be found at <http://irb.illinois.edu/?q=investigator-handbook/part2.html#A>

Education Research often places minimal risks on participants when safeguards, such as confidentiality and IRB approval are obtained. When minimal risks to participants are likely, Tacoma Community College seeks to provide a streamlined process of approval. Exemptions, do NOT apply to children, those incarcerated, or for research focused specifically on those with developmental disabilities, educational disadvantage, or socioeconomic vulnerability.

Exemption do include studies that focus on “commonly accepted educational settings” and associated interests, such as educational practices, teaching strategies, learning outcomes, curriculum development, teaching effectiveness, or classroom management. Exemptions also include use of typical measures of academic achievement or attitudinal responses through observations, surveys, or interviews, but only when individual identity is protected and their personal risk – physically, psychologically, or socially – is protected. If documents, specimens, records, or other demonstrations are obtained, they must be publicly available and already completed in order for research to be considered exempted.

Responsibilities of the Principal Investigator include:

* Respect for Persons: Research must “acknowledge autonomy and the requirement to protect those with diminished autonomy.”
* Beneficence: Research must “do no harm” and attempt to maximize benefit to the subjects and society.
* Justice: Research must select participants based on the problem being studied, not vulnerabilities or ease of selection that may compromise them.
* Voluntariness in Recruitment without coercion.
* Informed Consent unless the research involves no more than minimal risk to the subjects; the waiver or alteration will not adversely affect the rights and welfare of the subjects; the research could not practicably be carried out without the waiver or alteration; and whenever appropriate, the subjects will be provided with additional pertinent information after participation.
* Documentation of Informed Consent usually by signature of a form that explains and describes intent, procedure, protections (such as confidentiality), possible risks and methods to minimize them, a contact person.
* Assent of Children and the Consent of their Parents
* Ensuring Confidentiality and/or Anonymity
* Minimizing Research Risks and maximizing Benefits
* Addressing Adverse Events and Unanticipated Problems Involving Risks to Subjects or Others