

INSTITUTIONAL REVIEW BOARD

80 Vandenberg Ave, Troy, NY 12180 (518) 629-4557 www.hvcc.edu

All research to be conducted by Hudson Valley Community College faculty or students, or any research to be conducted at Hudson Valley, must be reviewed and approved prior to initiating the research. Below are listed examples of various research projects. Although the principal investigator makes the initial determination of the project

or telephone surveys on innocuous topics

Anonymous, non-interactive non-participating observation of public behavior.

Secondary analysis of existing data

Educational research involving no interaction with students (e.g., observation of intact classes without modifying or disrupting regular classroom activity)



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Research Level: _____ Level I

Title of Project: _____

Investigator(s)/Project Director(s): _____

Co-Investigator(s): _____

Address: _____

Phone: _____

Email: _____

Institution Affiliation: _____

Department: _____

Date of Project From: _____ To: _____

Investigator Status (For each investigator):

_____ Faculty/Staff _____ Graduate Student _____ Undergraduate Student

_____ Other (specify: _____)

Source of funding for project:

(If grant funded, V S H F L I \ J U D Q W W L W O H L Q Y H V W L J D W R U \ V Q D P H D

If principal investigator is a student, provide the name, department, institutional affiliation, campus address, telephone number, and email address of the faculty supervisor. The faculty supervisor must provide approval of this proposal by signing this application form on the signature page.

Faculty Supervisor Name: _____

Department: _____

Institutional Affiliation: _____

Campus Address: _____

Telephone: _____

Email: _____

B. Subject Population Identify the individuals, and number thereof, who will be the focus of the research.

How will subjects be chosen (e.g., records, classes, referrals, canvassing, etc.)? Be specific. If subjects are chosen from records, indicate the name and title of the individual who approved the use of the records.

How are subjects initially contacted (e.g., ads, telephone, letter, sign sheets, email, etc.)? Be specific.

Will subjects receive inducements before or rewards after the study for their participation?

_____ Yes _____ No If yes, explain.

C. Funding Sources

Provide sources and funding for project, if applicable.

E. Confidentiality

Will any data be made a part of any permanent record that can be identified with the subject? If yes, explain.

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available to a supervisor, teacher, or employer? If yes, explain.

List the steps that will be taken to ensure confidentiality.

F. Informed Consent

Specify how participants will be informed of the following: (a) the nature of their participation in

H. Certification

I certify that the information concerning the procedures to be taken for the protection of research subjects is correct. I will seek and obtain prior approval if there is a substantive modification in the protocol and I will report promptly any unexpected or otherwise adverse effects encountered in the course of this study.

Signature of Principal Investigator

Date

If the principal investigator is a student, this application should be reviewed and signed by the faculty supervisor to indicate knowledge and approval of the ~~study~~

Signature of Faculty Supervisor

Date