



**IRB NEW PROTOCOL**

<b>Project Title:</b>	
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**Investigator Information:**

Principal Investigator:		Secondary Investigator or Project Supervisor*:	
Department:		Department:	
Department Phone:		Department Phone:	
Contact Phone:		Contact Phone:	
Contact Address:		Contact Address:	
City/State/Zip:		City/State/Zip:	
E-Mail Address:		E-Mail Address:	

\* Student projects must be submitted with a faculty member listed as Secondary Investigator or Project Supervisor.

**Principal Investigator is:**

<input type="checkbox"/>	Faculty	<input type="checkbox"/>	Staff	<input type="checkbox"/>	Student
<input type="checkbox"/>	Outside Researcher	<input type="checkbox"/> Other (Please specify:)			

**Type of Project:**

<input type="checkbox"/>	Research	<input type="checkbox"/>	Grant Activity	<input type="checkbox"/>	Class Project
<input type="checkbox"/>	Other (please specify):				

Does the research involve an outside institution/agency other than SKC*?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please list the institutions/agencies.

\* Has Written Permission been obtained from the cooperating institutions/agencies? If so, please attach.

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**Project Information:**

Present/Proposed Source of Funding:			
Anticipated Project Start Date:		Anticipated Project End Date:	

\*Please attach a copy of the funding application.

\* You may not start this project until IRB approval is received.

**Type of Review Requested:**

*Please check your response to each question.*

	Yes		No	1. Does the research involve prisoners?
	Yes		No	2. Does the research involve using survey or interview procedures with children (under 18 years of age) that is not conducted in an educational setting utilizing normal educational practices?
	Yes		No	3. Does the research involve the observation of children in settings where the investigator will participate in the activities being observed?
	Yes		No	4. Will videotaping or audio tape recording be used?
	Yes		No	5. Will the participants be asked to perform physical tasks?
	Yes		No	6. Does the research attempt to influence or change participants' behavior, perception, or cognition?
	Yes		No	7. Will data collection include collecting sensitive data (illegal activities, sensitive topics such as sexual orientation or behavior, psychological characteristics, or other data that may be painful or embarrassing to reveal)?
	Yes		No	8. For research using existing or archived data, documents, records or specimens, will any data, documents, records, or specimens be collected from subjects after the submission of this application?
	Yes		No	9. Can subjects be identified, either directly or indirectly, from the data, documents, or records?
	Yes		No	10. Does the research involve potentially culturally sensitive topics pertinent to the Confederated Salish and Kootenai Tribes?

**Please check the category of review. Note that the SKC IRB will make a final determination of the review category.**

<input type="checkbox"/>	<b>Exempt</b>
<input type="checkbox"/>	<b>Expedited</b>
<input type="checkbox"/>	<b>Full Board</b>
<input type="checkbox"/>	<b>Cultural</b>

**Description of Subjects:**

Total number of participants who are minors (less than 19):	
Total number of participants who are adults:	

What are the participants' characteristics? If study participants are restricted to one gender, one race/ethnicity, or other single demographic characteristics, include the rationale.

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**Special Considerations:**

Do any of the following considerations apply to the proposed research?

If yes, please check all appropriate blanks below.

	Audio taping		Videotaping		Archival/Secondary Data Analysis		Cultural materials
	Photography		Web-based research (Research involving online surveys, email, or other electronic communication.)		Biological Samples		Protected Health Information

**Project Personnel List:**

Please list the names of all personnel working on this project, starting with the principal investigator and the secondary investigator/project advisor. Research assistants, students, data entry staff and other research project staff should also be included. Note that all personnel must complete human subjects and cultural training. See the SKC IRB site for more information.

Name of Individual:	Project Role:	Status at SKC (faculty, staff, student, co-investigator from other institution, etc)	Human Subjects Protection and Cultural Training Certification*

\* Attach certificate of Human Subjects Protection and Cultural Training, or note certificate is on file in the SKC IRB office.

**Required Signatures:**

Your signature indicates agreement that the study will be performed in accordance with the Salish Kootenai College Institutional Review Board policies.			
Principal Investigator:		Date:	
Secondary Investigator/Project Advisor:		Date:	

**Part B:**  
**PROJECT DESCRIPTION**

FOR OFFICE USE ONLY
INITIALS OF IRB CHAIR:
DATE APPROVED:

<b>1. Describe the significance of the project.</b>
<i>What is the significance/purpose of the study? (Please provide a brief 1-2 paragraph explanation in lay terms.)</i>

<b>2. Describe the methods and procedures.</b>
<i>Describe the data collection procedures and specifically what participants will have to do.</i>
<i>How long will this take participants to complete?</i>
<i>Exactly where (physical location) will the study take place?</i>

<b>3. Describe recruiting procedures.</b>
<i>How will the names and contact information for participants be obtained?</i>
<i>How will participants be approached about participating in the study?</i>
<i>Will follow-ups or reminders be sent? If so, explain.</i>
<b>*Please submit copies of recruitment flyers, ads, phone scripts, emails, etc. These require IRB approval.</b>

<b>4. Describe Benefits and Risks.</b>
<i>Explain the benefits to participants or to others.</i>
<i>Explain the risks to participants. What will be done to minimize the risks? If there are no known risks, this should be stated.</i>

<b>5. Describe Compensation.</b> Will compensation be provided to participants?
Yes                      No
<i>If 'Yes', please describe amount and type of compensation, including money, gift</i>

*certificates, extra course credit, etc.*

## **6. Informed Consent**

*How will informed consent/assent be obtained?*

**\*\*Please attach copies of informed consent/assent forms, emails, and/or letters. Please refer to the SKC IRB website for information which must be included in informed consent materials.**

**\* Please note SKC IRB policies concerning assent and parental permission for participants under the age of 18.**

## **7. Describe how confidentiality will be maintained.**

*How will confidentiality of records be maintained?*

*Will individuals be identified?*

*How long will records be kept?*

*Where will records be stored?*

*Who has access to the records/data?*

*How will confidential information be destroyed after the study is finished?*

*For web-based studies, how will the data be handled? Will the data be sent to a secure server? Will the data be encrypted while in transit? Will you be collecting IP addresses?*

*If transcriptions are required, how will transcriptions be handled? Who is doing the transcriptions? Please attach a copy of the confidentiality agreement that transcriptionists will sign.*

*\* For studies utilizing Protected Health Information (PHI; e.g., information obtained from a hospital, clinic, or treatment facility), how will this PHI data be obtained and safeguarded? Please provide a copy of the release of authorization that will be used to obtain permission from the participant for the agency/institution to release protected health information for project purposes or a letter from the agency/institution documenting agreement to provide protected health information for project purposes.*

**8. Plans for Publication.**

*How will the results of this project be reported? For example, will they be published, presented at conferences, sent to other agencies or individuals, or distributed in other ways?*

**9. Copies of questionnaires, survey, or testing instruments.**

*Please list all questionnaires, surveys, and/or assessment instruments/measures used in the project.*

*Please submit copies of all research instruments, tools, surveys, etc.*