

Community College of Baltimore County (CCBC)

Institutional Review Board (IRB)

Application for the use of Human Participants

Please answer the following questions about your proposed research. Attach surveys and forms as needed to provide a sufficient and complete understanding of the research project.

Name of Investigator: _____

Email Address: _____

Name of Institution: _____

CCBC Department (if affiliated): _____

Date: _____

1. State the purpose of the proposed research project.
2. Provide a copy of the documents that you submitted to your institution's Human Research Board (1) addressing purpose of the study, (2) aims/objectives (hypothesis) and (3) a description of how the research will be conducted (methodology – what participants will be asked to do)
3. Indicate where this study will be conducted:
 - All CCBC campuses
 - Catonsville campus
 - Dundalk campus
 - Essex campus
 - Other site(s) _____
4. Describe how your study will gain informed consent from students and parents (attach a copy of the informed consent form).
5. Describe how you will ensure confidentiality of responses.
6. Provide a description of how you will ensure data security as the data is collected, stored and analyzed.
7. Provide a statement of assurance to CCBC that results will not be disaggregated to the level that students or CCBC can be identified.
8. Describe the implications of these results for CCBC students and how your findings will benefit CCBC students.
9. Describe how you will return the results of your study to CCBC (i.e., summary report)
10. Attach a copy of the proposed data collection instrument (i.e., survey, focus group questions, etc.).

Approval of this research does not constitute an endorsement of your study and you must obtain consent from individual faculty members for access to their class and students. You must also obtain consent from the department to obtain access to faculty and staff.