Westchester Community College

**Human Subjects Review Form**

**Study Title:**

**Date of Request:**

**Project Investigator(s):**

**Contact Information: phone** (note if office, home or cell)

**Institution Address:**

**Email:**

**Proposed Project Dates:**

**Location of Project:**

**Please answer the questions below and return completed form (in PDF format) to** **IRB@sunywcc.edu**

**Project Information**

* 1. **Project Activity Status:**

**[ ]  New Project**

**[ ]  Periodic Review of Continuing Project**

**[ ]  Revision to Previously Approved Project**

* 1. **This project involves Westchester Community College students:**

**[ ]  Yes** **[ ]  No**

* 1. **Human Subjects from the following populations will be involved in this study:**

**[ ]  Minors** **[ ]  High School Students**

**[ ]  Mentally Disabled** **[ ]  Prisoners**

**[ ]  Elderly** **[ ]  None of the above**

* 1. **Total number of subjects to be studied:**

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1. **Abstract Describing Project and Purpose** (Include a description of all experimental methods to be used and design and program activities; what measures or observations will be taken in the study? If any questionnaires, tests or other instruments are to be used include a brief description and a copy of such instrument.)
2. **Protocol** (Who will be the research subjects? How will they be solicited or contacted? Include any recruitment letters or other recruitment materials with this document; How much time will be required of each subject? Describe procedures to which humans will be subjected. Identify any resources expected to be provided by the College (e.g. meeting space, directory information). Use additional pages, if necessary)
3. **Precautions** (What steps will be taken to ensure that each subject’s participation is voluntary? What, if any, inducements will be offered to the subjects for their participation? Include documentation of IRB approval or appropriate IRB exemption from the researcher's sponsoring institution. If evidence of approval or exemption is not available, an explanation must be provided.)
4. **Confidentiality of data** (Describe the methods to be used to ensure the confidentiality of data obtained, including plans for publication, disposition or destruction of data, etc.)
5. **Consent** (Attach a copy of all consent forms to be signed by the subjects and/or any statements to be read to the subject)

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# Conditions of Approval

* Institutional Research, Planning, and Effectiveness activities of the College have priority over all research requests. Any proposed research, including recruitment of participants by any means or data collection in any form that would coincide with these activities, or would directly or indirectly interfere with the College's ability to effectively carry out operations, may be denied approval.
* Class time will not be used for any research activities unless participation in the research is both educationally valuable and a natural part of the course content. If use of class time is approved, the researcher must also secure the approval of the appropriate faculty member(s) before proceeding.
* Westchester Community College will not provide to a researcher any identifiable student record data except Directory Information as allowed by FERPA and Westchester Community College policy.
* Westchester Community College will not solicit participation on behalf of a researcher. This includes, but is not limited to, sending emails or other communications to college distribution lists or contacts for derived samples.
* Using Westchester Community College's social media accounts to recruit research participants is prohibited.
* All research will be conducted to the highest ethical standards. Westchester Community College students, faculty, and staff participating in research must be fully informed as to the purpose of the research, risks and benefits, and what participation will entail; give their consent to participate; and be free to withdraw from the research at any time.
* Westchester Community College, its students, faculty, and staff involved in research will not be identified when findings are presented or published.
* The researcher agrees to inform Westchester Community College when the research is complete and to provide Westchester Community College a copy of the results of the study.

***I affirm that I will follow the above Conditions of Approval. I further certify that the protocol and method of obtaining informed consent as approved by the Westchester Community College Institutional Review Board will be followed during the period covered by this research project. Any future changes to the research project will be submitted to the IRB for review and approval prior to implementation.***

 **Date Project Investigator**