

Full Review Application

Institutional Review Board

If another IRB is involved in your project, you may attach copies of the IRB application and of the IRB approval letter from the participating institution in lieu of completing this form.

Title of Research Project _____

Contact Information	Principal Investigator/ Project Director	Co-Investigator/ Student Investigator	Co-Investigator/ Student Investigator
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Name _____

Department _____

Phone Ext. _____

Email _____

Anticipated Funding Source (if applicable): _____

Projected Duration of Research: _____ *months* **Projected Starting Date:** _____

Other organizations and/or agencies, if any, involved in the study: _____

Please return this form with:

- A memo that briefly answers the questions outlined on the next page.
- Grant application, if applicable.
- All brochures, advertisements, or recruitment materials to be given to subjects.
- A completed copy of the Consent Form Checklist
- A copy of the Consent Form that will be provided to the participants.

I. Project Information:

A. Project Activity Status:

New Project

Periodic Review of Continuing Project

Revision to Previously Approved Project

B. This project involves Henry Ford College students

Yes

No

C. Human Subjects from the following populations will be involved in this study

Minors

High School Students

Mentally Disabled

Prisoners

Elderly

None of the above

D. Total number of subjects to be studied: _____

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Attach a document containing brief answers to the following questions.

II. Protocol:

- What is the rationale or purpose of the study?
- Why are you interested in using HFC as a basis in your research?
- Who will be the research subjects?
- Where will the research take place?
- How much time will be required of each subject?
- How will you recruit participants?
- What methods will you use to gather your data?
- Does the study require class time? (Note: using class time is discouraged)
- Do you have an internal contact who is already willing to comply?
- Attach copies of any recruitment materials and research instruments (exams, surveys, questionnaires, etc.).

III. Precautions:

- How will you ensure that each subject's participation is voluntary?
- If you plan to offer inducement in return for participation, what would that be?

IV. Confidentiality of data:

- What methods will you use to ensure the privacy of the participants and confidentiality of data obtained, including plans for publication, disposition or destruction of data, etc.?
- What are your plans for distribution, dissemination, or publication of the data?

V. Consent

- What are the potential risks to the participants?
- What steps have you taken to minimize risk to the participants?
- Attach copies of all consent forms to be signed by the subjects and/or any statements to be read to the subject.

Responsibilities of the Principal Investigator:

- Any additions or changes in procedures in the project will be submitted to the IRB for written approval prior to these changes being implemented
- Any problems connected with the use of human subjects once the project has begun must be communicated to the IRB Chair
- The principal investigator is responsible for retaining informed consent documents for a period of three years after the project.
- The principal investigator should include with the IRB submission a confirmation that the research has been approved by the HFC chairperson(s) and Dean(s) of the academic area(s) where the research will be conducted.

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- The principal investigator shall notify the HFC IRB chairperson when the research proposal has been approved or modified by another institution’s IRB.
- The principal investigator will provide a copy of the final research results to the chairperson of HFC’s IRB.

Principal Investigator Signature: _____ Date: _____

Co-Investigator/Student Signature (if applicable): _____ Date: _____

Dean/Director Signature _____ Date _____

Vice President Signature (if applicable) _____ Date _____

Signature of IRB Committee Chair:	Date:
IRB Chair: Check one	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Requires Periodic Review