



INSTITUTIONAL REVIEW BOARD PARTICIPATION REQUEST INSTRUCTIONS

Requestors preparing this application are asked to review the presentation “The Protection of Human Subjects” available in PowerPoint from the Institutional Review Board. All activities involving research with human subjects in the following categories may be exempt from review by CF’s Institutional Review Board. The principal investigator/project director is authorized to make the first determination of eligibility for exemption; however, the college bears the responsibility for concurring in that determination based on notice provided by the principal investigator to the Institutional Review Board.

Please fill out the request form completely. The application forms may be submitted via email, however, applications will not be reviewed until a complete package with all required documentation is received.

Use your computer (right click before check box, click on properties, and change the default value to checked) or manually check the boxes on the form.

Please supply a secondary contact name and phone number if you are the supervising person.

Documentation to include with request.

- Copy of the survey instrument or interview questions.
- Copy of the Informed Consent Form, if applicable.
- Copy of correspondence to be sent to faculty requesting permission to visit their class, if applicable.
- Copy of correspondence to be sent to participants or script to be read.
- Copy of approval(s) from the institution/organization, if applicable.

Narrative of Request (Address each of the following items in your narrative.)

- Research question.
- Description of the research you will conduct.
- Method of data collection.
- Location(s) of the project.
- Benefit to college. Additional justification is needed if the survey/interview is to be administered during class time.
- How you will contact faculty of selected classes, if applicable.
- Size of survey sample and how the participants will be selected.
- Whether or not data will be confidential and/or anonymous.
- Plans for limited-access data and data disposition.
- What college resources/services will be needed to complete the request.
- Expected outcome and how research findings will be used.

Institutional Effectiveness
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THIS SECTION FOR CF INSTITUTIONAL EFFECTIVENESS OFFICE USE ONLY

Date Received: _____ By: _____ Request No.: _____
Date Distributed to IRB: (if applicable) _____

Approvals of Institutional Review Board

Yes No Date: _____

Findings:

Date Request Closed: _____ By: _____

Copy of Results Received?

Yes No Date Received: _____ Received by: _____

Notes: