CENTRAL CAROLINA COMMUNITY COLLEGE

Institutional Effectiveness & Research

Application for Human Subjects Research Project (DRAFT)

This worksheet was developed to help you plan out and write out all of your answers before attempting to complete the Central Carolina Community College Application for Human Subjects Research Project. Answers can be copied from this worksheet and pasted into the online form. **The online form is the only acceptable way to submit answers, this worksheet is only for planing purposes.** Please note most open ended questions have a character limit of 1,250 and will be indicated appropriately.

Please complete the entire form to the best of your ability. More fully completed forms will result in a faster approval process. Almost all fields are required, please mark any responses that are not applicable as N/A.

Step 1 - Researcher Information

Principal Researcher

First Name | *Middle Name* | *Last Name*

Institution

Department

Email Address

Phone Number

Number

Phone Type

Home

Step 2 - Project Overview

Project Title

Project Start Date

mm/dd/yyyy

Project End Date

mm/dd/yyyy

Project Purpose

Research Question

Step 3 - Participant Information

Identify all groups that will be asked to participate and estimate the total number of participants in each group.

Group	Estimated Number of Participants
College Students	
Faculty	
Staff	
Other Group(s)	

If you specified "Other Group(s)" will be asked to participate, please list what groups and estimated number of participants for each.

Identify all special populations that will be asked to participate and estimate the total number of participants in each group.

Group	Estimated Number of Participants
Children Under 18 Years Old	
Economically Disadvantaged	
Elderly	
Mentally Disabled	
Physically Disabled	
Prisoners	

Methodology - Indicate how participants will be selected, recruited, or contacted. Specify the total time required of each participant. Describe procedures to which participants will be subjected. Include all instruments used in data collection.

Voluntary Participation - Explain the measures that will be taken to ensure that each participant's involvement is voluntary. Will individuals be offered incentives to participate?

Step 4 - Informed Consent

The purpose of the research

The procedures for selecting participants

The procedures to be followed and how the participants will be involved

Statements regarding voluntary participation (right to withdraw at any time)

Statements explaining that there will be no consequences due to not participating

Benefits and risks to the participants

Whether the participants will be individually identifiable, and to whom

Who will have access to the findings and the purpose of the access

The measures in place to protect privacy

The project contact before, during, and after the research

A statement that CCCC is not conducting or sponsoring the project

If informed consent will negatively impact the project, the researcher(s) must provide a clear rationale for waiving this requirement.

Step 5 - Confidentiality and Privacy Protection

Describe confidentiality and privacy protection as they relate to collection, publication and destruction of data (computer, print, video, and audio). Explain how all data will remain secure, particularly data obtained through web-based collection.

What methods will be used to safeguard participants' privacy and ensure that all data is confidential?

Does the project involve data collection that identifies individuals (names, SSNs, student numbers, etc.)?

Will participants be photographed, videotaped, or audiotaped during the project?

Who will have access to the data identifiable by individual?

Step 6 - Risks & Benefits

Describe any potential risks to participants (physical, psychological, social, legal, or other risks). Include what risks are known and anticipated, such as side effects. If the research poses substantial risk, list the emergency backup procedures. How will participants be informed about these risks, side effects, and backup procedures?

List any benefits or compensation that participants will receive. How will participants be informed about these benefits? Describe the knowledge that will be gained as a result of the project. Will the outcome of the project in any way benefit the funding source?

Step 7 - CCCC Collaboration

CCCC Involvement - Describe the student, faculty, and staff time required. Disruptions to instruction should be detailed. Indicate the resources required, such as classrooms (seated and online).

Support for CCCC's Mission - CCCC's Data Access Policy requires that all data requests must support new initiatives, data-informed decision making, and/or improvement, in pursuit of excellence in any aspect of college operations. Please describe how your research will benefit the College, its students, or the community.

Step 8 - Agreement

By submitting this form, I acknowledge that:

- I am not authorized to work with human subjects at Central Carolina Community College until I receive written permission from the College.
- Results from this proposal may not be published without the written consent of Central Carolina Community College.
- I confirm that the above information is accurate and correct and all fields have been completed to the best of my ability.

☐ I agree and electronically sign by typing my full name

Full Name