**North Idaho College**

**Institutional Review Board Application for Human Subjects Research**

**Part 2: Summary Checklist**

*Are the following involved?* Yes No

|  |  |  |
| --- | --- | --- |
| Existing data, research records, patient records, and/or human biological specimens? | \_\_ | \_\_ |
| Surveys, questionnaires, interviews, or focus groups with subjects? | \_\_ | \_\_ |
| Videotaping, audiotaping, filming of subjects, or analysis of existing tapes? | \_\_ | \_\_ |
| Do you plan to target subjects from these vulnerable or select populations:  a. NIC students or NIC employees?  b. Non-English-speaking?  c. Decisionally or Mentally impaired?  d. Medical Patients?  e. Prisoners, involuntarily detained or incarcerated, or parolees?  f. Pregnant women?  g. Minors (less than 18 years)? | \_\_  \_\_  \_\_  \_\_  \_\_  \_\_  \_\_ | \_\_  \_\_  \_\_  \_\_  \_\_  \_\_  \_\_ |
| Are sites outside NIC engaged in the research?  If **yes**, has this project been reviewed by any IRBs outside NIC?  If **yes,** please provide the contact info of any other IRBs involved. | \_\_  \_\_ | \_\_  \_\_ |
| Are you collecting sensitive information such as sexual behavior, HIV status, recreational drug use, illegal behaviors, child/physical abuse, immigration status, etc.?  Do you plan to obtain a federal Certificate of Confidentiality for this study? | \_\_  \_\_ | \_\_  \_\_ |
| Are you planning any genetic studies on subjects’ specimens? | \_\_ | \_\_ |
| Are you planning on storing any subjects’ specimens for future research? | \_\_ | \_\_ |

**Part 3: Questions Common to All Studies on Data Collection and Disposition**

*Guidelines pertaining to the above Checklist of Items to Include in the Submission. These can either be inserted in the sections below or as attachments.*

1. **Abstract Describing Project and Purpose** (Include a description of all experimental methods to be used, as well as 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 instruments.)
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 – 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?)
4. **Confidentiality of data** (Describe the methods to be used to ensure the confidentiality of data obtained. Include plans for publication, as well as plans for 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)