SOLANO COMMUNITY COLLEGE DISTRICT

INSTITUTIONAL REVIEW BOARD

POLICY:

Solano Community College encourages and supports the scholarly endeavors of students, faculty, and staff of the College. This Policy was created to ensure that the rights and welfare of human participants used in research studies are protected; that risks have been considered and minimized; that the potential for benefit has been identified and maximized; that all human participants only volunteer to participate in research after being provided with legally effective informed consent; and, that any research is conducted in an ethical manner, and in compliance with established standards.

Therefore, to these ends, we have established the Solano Community College Institutional Review Board (IRB) to review and approve all applicable research projects, and to protect the interests of the College, its affiliates, faculty, and all human participants. Therefore, no research project shall be approved unless reviewed and sanctioned by the IRB, unless the project meets all applicable exclusionary guidelines as noted herein.

REFERENCES/
AUTHORITY:

Solano Community College District Governing Board

Department of Health and Human Services (DHHS) "45 CFR 46," as published in the Federal Register on June 18, 1991.

ADOPTED: April 23, 2009

SOLANO COMMUNITY COLLEGE DISTRICT
INSTITUTIONAL REVIEW BOARD (IRB)
PROCEDURES

I. INTRODUCTION

a. Solano Community College encourages and supports the scholarly endeavors of students, faculty, and staff of the College. Pursuit of scholarly work and research will often involve the use of human participants for data collection and analysis. This policy was created to ensure that the rights and welfare of human participants used in research studies are protected; that risks have been considered and minimized; that the potential for benefit has been identified and maximized; that all human participants only volunteer to participate in research after being provided with legally effective informed consent; that any research is conducted in an ethical manner and in compliance with established standards.

b. This policy applies to any research activity conducted at or sponsored by Solano Community College that involves human participants. The purpose of this policy is to ensure the staff, students, and college that all research conducted will promote quality education and that the integrity and confidentiality of individuals will be protected. It is relevant whenever an investigator conducts research in which he or she (1) obtains data through intervention or interaction with an individual, or (2) obtains private information by which an individual could be identified. The policy is therefore applicable to research involving living human beings whose physical, emotional, or behavioral conditions are investigated for research purposes (that is, for any reason other than the sole purpose of benefiting the participant as an individual). It is applicable to the use of interviews, tests, observations, and inquiries designed to elicit or obtain non-public information about individuals or groups, as well as the study of existing public or privately held records where the identity of individuals is known.

c. All research and experimental activities in which humans participate in must be approved by the Institutional Review Board (IRB) of Solano Community College. Approval must be obtained prior to involving participants and prior to distributing any information or written materials to participants that would require approval.

d. Some research projects involving human participants are exempt from IRB approval requirements. The types of research generally exempt from IRB approval requirements include normal educational practices, such as work undertaken as a part of a course; educational tests when the participants are not identified; and, surveys or interviews in which the participants volunteer and are not personally identified.

e. Solano Community College's human participants policy was developed in accordance with the Department of Health and Human Services (DHHS) "45 CFR 46", published in the Federal Register on June 18, 1991, as a final common rule for participating federal agencies. The policy is designed to safeguard the rights and well being of human participants, and to ensure that the principles of respect for persons, beneficence, and justice are met by proposed activities involving human participants.

f. The IRB shall be comprised of a multidisciplinary cross-section of faculty (minimum of 2) , administrator (1) and staff (1) from a diverse background, including members from the disciplines of natural and social sciences, mathematics, and healthcare fields, among others. Faculty appointments to the IRB are to be made and approved by the Academic Senate. The administrator will be appointed by the VP of Academic Affairs. The staff member will be appointed by the VP of Finance (risk management). Appointments shall be for a period of one (1) academic year, and shall not exceed three (3) academic years. Review of any research project requiring IRB approval shall require at least two (3) members of the IRB to meet and review the proposed project, and provide a written decision within 15 business days, which shall be documented and maintained in a file for record keeping purposes.

g. All research projects reviewed shall be maintained in a written record, and the minutes of the IRB shall be maintained in a similar fashion. In projects requiring review by an individual having specialized knowledge or training, a member of the faculty from a specific discipline, or an outside agent not affiliated with the College (i.e. statistician, physician, and psychologist/psychiatrist) shall be enlisted to assist in the review and approval process of the IRB.

h. In cases where approval of research projects is not granted, such denial shall be provided in writing to the researcher. The researcher will be allowed to make any necessary changes or modifications to their research project for appeal to the IRB, if applicable.

i. Appealing a denial of research by the IRB shall require a full quorum of IRB members. All appeals should be submitted within a 90 day period following the original decision. All appeal decisions of the IRB are final.

II. PURPOSE OF THE IRB

a. The Solano Community College (SCC) Institutional Review Board (IRB) has the authority to ensure that all human

participant research conducted at Solano Community College (SCC) complies with the regulations of Department of Health and Human Services (DHHS) "45 CFR 46", applicable California state statutes and regulations, local jurisdictional regulations and statutes, and in accordance with all applicable college policies.

b. All human participant research activities must be reviewed, prospectively approved, and subject to continuing oversight by the IRB to ensure the safety and welfare of research participants, pursuant to the regulations provided for in "45 CFR 46".

c. Solano Community College grants full review and authority to the IRB for all human participant research activities conducted under its jurisdiction and auspices. The jurisdiction of the IRB is defined by the obligations and requirements of the DHHS "45 CFR 46". This jurisdiction includes all human participant research that is conducted or directed:

1. By SCC faculty, staff, students, affiliates, or outside researchers, and occurs on the property of SCC, regardless if supported by internal resources or any other external resource(s) including federal funds;

2. By an outside researcher involving SCC faculty, staff, students, or affiliates.

A. The IRB must ensure that:

i. The level of risk to human participants is minimized by procedures consistent with sound research design and scientific merit;

ii. The potential risks of the research are justified by the potential benefits to the participants and/or society;

iii. The risks and benefits of the standard of care procedures are taken into account as related to the proposed research;

iv. The target population selection and recruitment processes are equitable, absent of coercion and undue influence;

v. Informed consent is obtained from each prospective participant and appropriately documented in accordance with the requirements set forth by "45 CFR 46";

vi. Research data and private information collected from human participants is kept confidential and adequately protected in compliance with the requirements set forth in "45 CFR 46";

vii. Private health information and corresponding data is kept confidential and adequately protected in compliance with HIPAA regulations; and,

viii. Appropriate safeguards are in place to protect the rights and welfare of human participants in all research conducted by SCC, it's faculty, staff, students, affiliates, and/or by any outside entity.

III. SCOPE OF AUTHORITY

a. The protection of human participants from undue risks and violations of personal rights and dignity can best be achieved through three issues:

1. Participant involvement is voluntary, indicated by free and informed consent. Free meaning the participant is free to

withdraw at any time with out any risk and that he/she may request all their participation data be destroyed.

2. The degree, nature and management of risk to the participant and the researcher have been delineated explicitly by the researcher.

3. Appropriate balance exists between potential benefits of the research to the participant and/or to society and the risks assumed by the participant.

b. The Solano Community College IRB has:

1. The ultimate responsibility to determine risk with regard to human participant research and as such is authorized to review, approve, require modifications in, or disapprove human participants research activities conducted by or through the College.

2. The authority to require progress reports from the investigators.

3. The authority to suspend or terminate approval of a study, or to place restrictions, when this is deemed to be in the best interest of the participants in the study.

4. The authority to access, and to make copies of, records related to any research approved by the IRB. Where feasible, appropriate notice will be given of the need to review, copy, or duplicate records while being sensitive to causing the least inconvenience or disruption to on-going research.

c.

The IRB's scope of authority is limited in some instances. For example, some course requirements include class projects or assignments that involve questioning, observing, assessing and/or interacting with other individuals that do not need IRB approval. The course instructor is responsible for determining whether such course related activities require IRB approval. If there is any doubt concerning how the activities should be classified the course instructor is encouraged to consult with the IRB.

IV. DEFINITIONS

a. **Confidentiality-** a guarantee that confidential information is notdisclosed outside the confines of the research project and IRB approval process unless consent from the participant is obtained

b. **Confidential Information-** information which would serve to reveal the identity of human participants involved in research.

c. **Deception-** intentionally concealing or distorting aspects of the study thereby misleading participants.

d. **Department-** one of the disciplines within Solano Community College dealing with a particular field of knowledge.

e. **Exempt**- proposed research not subject to IRB approval.

f. **Human Participant**- means a living individual from whom a researcher obtains (a) data through intervention or interaction with the individual, or (b) identifiable private information.

g. **Informed consent**- Participant consents to voluntary participation in a research project/study after being properly advised of the relevant facts, including the ability to withdraw from the study without penalty or prejudice and any/all risks involved. ADD

h. **Institution**- means Solano Community College.

i. **Interaction**- communication or interpersonal contact between investigator and participant.

j. **Intervention**- procedures by which data is gathered and manipulations of the participant or the participant's environment performed for research purposes.

k. **Interview**- formal meeting in which one or more persons question, consult, or evaluate another person

l. **IRB approval**- the determination of the IRB that the research has been reviewed and may be conducted at an institution within the constraints set forth by the IRB and by other institutional and federal requirements.

m. **Minimal risk**- the probability and magnitude of harm or discomfort anticipated in the research are not greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

n. **Parental consent**- research involving human participants under the age of consent (18 years)requires prior written consent from the parent or legal guardian of the participant.

o. **Private information-** Information obtained during a research study that can be used to determine or ascertain the identity of an individual.

p. **Questionnaire-** list of questions soliciting responses that can be analyzed.

q. **Research**- a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalized knowledge.

r. **Risk-** the exposure to chance of harm including any physical injury or psychological distress as a result of participating in a research project.

s. **Survey**- An instrument used to collect facts or opinions from a group of individuals.

t. **Integrity in research-** use of sound research methods within established ethical and legal guidelines.

u. **Observational research- add 595**

V. FORMS

Solano Community College IRB Forms

IRB Form #01 Research Project Application Form

General application which will accompany all requests for research involving human subjects. This form serves as the cover document briefly describing the project.

IRB Form #02 Request for Exemption from Human Subject Review

Federal law (45CFR46) has established categories for human research that do not require IRB approval. This form is used to describe how a project falls into one of the exempt categories.

IRB Form #03 Request for Expedited Review

Federal law (45CFR46) has established a list of categories for human research involving such minimal risk that a review by the full committee is deemed unnecessary. This form is used to describe how a project falls into one of the expedited categories.

IRB Form #04 Full IRB Review

Projects not meeting the criteria defined in (45CFR46) to qualify for the exempt or expedited review the researcher must complete and submit this form for a full review of the IRB Committee.

IRB Form #05 Sample Informed Consent

An example of the type of form to be submitted by the researcher indicating the human subjects fully understand their rights, risks, and benefits when participating in human research.

IRB Form #06 Sample Parental Consent

An example of the type of form to be submitted by the researcher indicating the parents of minors fully understand their rights, risks, and benefits and consent to have their minor child participate in human research.

IRB Form #07 Request for Review (Appeal) By Full IRB Committee

Exempt and expedited reviews are generally approved/disapproved by an individual member/chair of the IRB committee. If a researcher feels a disapproval of an exempt or expedited review has been made in error this form appeals the decision and requests a final decision be made by the full committee.

IRB Form #08 Application for Course Research Requiring IRB Review

Classroom research assignments that do not meet any of the conditions of: listed in IRB form #08 require IRB review. For projects where the students are doing identical topics, class of participants, questionnaires, etc. assigned/designed by the instructor this form can be filed once by the instructor and kept on file by the IRB. If the project is individualized with students choosing topics, participants and questionnaires then the instructor =will be required tocomplete this form and the supplemental sectionandsubmittotheIRB.

Solano Community College Institutional Review Board (for Human Subjects Research)
Research/Project Application Form

Principal Investigator:			
Institution/Department:			
Phone number and email:			
Co-Investigators:			
Project Title			
Project Start and End Dates:			
Where will the work be done?			
Project Status:	❑ New Project	❑ Revision to Previously Approved Project	❑ Periodic Review of Continuing Project

Project Type (Check the one that applies)

- ❑ Faculty Research
- ❑ Student Research (under faculty direction)
- ❑ Class project (under faculty direction). List class no.
- ❑ Federal grant application. List source:
- ❑ Non-federal grant application. List source:
- ❑ Thesis or dissertation
- ❑ Other, specify:

Does your project involve participants or individuals from any of these populations? (Check all that apply.)

- ❑ Children under 18 years of age
- ❑ Individuals with mental disabilities
- Incarcerated individuals
- ❑ Economically disadvantaged
- ❑ Elderly
- ❑ Individuals with physical disabilities
- Individuals with language barriers

Subjects Research Project/Study Checklist (Check as appropriate.)

YES	N	
❑	❑	Does this project or study involve collection of data that identifies individuals (e.g. SSN#s name,student number etc.)?
❑	❑	Willidentifiable data be shared with anyone (such as in a performance report for a funding source, conference presentations, published articles and reports, etc.)?
❑	❑	Are the participants being offered incentives to participate (such as money, extra credit for class, etc.)? List the incentive(s) here:
❑	❑	Is participation voluntary?
❑	❑	Will participants be fully informed about the benefits and risks?
❑	❑	Will participants be audio or video recorded during the project or study?
❑	❑	How will participants' privacy and personal information be protected? Briefly explain:
❑	❑	Will participants be debriefed following completion of the project or study?
❑	❑	Will informed consent be obtained? Copy of consent form is included? Yes ❑ No ❑
❑	❑	Are procedures for data collection clearly identified (such as interviews, survey, existing project data such as services received, reports, grades, existing school records, focus groups, etc)?

Check all that apply and estimate the total number of individuals you anticipate participating in your project or study.

- ❑ College Students
- ❑ Faculty
- ❑ Staff
- ❑ General Public
- ❑ Children and Youth under 18
- ❑ Other (specify category and number)

Solano Community College Institutional Review Board (for Human Subjects Research) Screening Application Form

Attach additional sheet if necessary.

1. State the overall objectives and specific aims of the research.

2. How will participants be recruited?

3. Describe the procedures to be used, especially any experimental and interventional procedures. If deception is used, explain clearly what this entails. Explain why deception is a necessary part of the research.

4. What risks are faced by participants in this research, e.g., injury, pain, emotional distress, or invasion of privacy? What measures will be taken to minimize these risks?

5. What are the likely benefits of this research to the participants as well as to society? Explain how the benefits outweigh the risks of this research.

6. Describe all ethical concerns associated with this study.

7. Additional Comments (optional).

If applicable, attach one of the following forms to this application:

1. Request for Exemption from Human Subjects Review
2. Expedited Request
3. Full Review Request

Request for Exemption from Human Subject Review

Section A

Title of Research/Class Project: _____

Principal Investigator/Professor: _____

School: _____

Department: _____

Phone: _____ Email: _____

Duration of project_____ months Anticipated start date:_____ Anticipated end date: _____

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

Choose exempt category (definitions in Section C - check one) 1❑ 2❑ 3❑ 4❑ 5❑ 6❑

Please provide a brief explanation of how this research/project falls into an exempted category:Attachments: Attach all that apply to your proposal. (Check the ones you have included).

❑ Sample Informed Consent Form(s)

❑ Letters of approval from cooperating entities

❑ Questionnaires, surveys, or other data gathering forms

❑ Letters, flyers, etc. which will be distributed to the study subjects

❑ If the research is part of a research proposal submitted for federal, state or external funding, submit a copy of the full proposal.

Request for Exemption from Human Subject Review

Certification and Signatures

Section B

In making this application, I certify that:

1. I have read, understand and will implement the protocol for obtaining informed consent as defined by SCC IRB Policy.I agree to comply with SCC IRB Policies.
2. I agree to comply with federal, state, and local laws regarding the protection of human participants in research.
3. I will submit any future changes to the proposed research project to the IRB for review and approval prior to implementation as these may alter the exempt status of the project.
4. I agree that any new findings that develop during the course of this study that may affect the risks and benefits to participants will be promptly reported to the IRB in writing.
5. I agree that any adverse events that occur in the course of this study will be promptly reported to the IRB in writing.
6. I agree to only implement this research/project after the IRB gives notice of its approval.

Signature of Principal Investigator/Professor:_____ Date:_____

Printed name: _____

IRB USE ONLY:

This application has been reviewed by the SCC IRB as:

❑ Approved, Categories: 1❑ 2❑ 3❑ 4❑ 5❑ 6❑
❑ Approved, Subject to Restrictions: _____
❑ Tabled (insufficient information for IRB to make a final decision).
❑ Referred to full committee
❑ Denied??: _____

Authorizing Signature: _____ Date: _____

Printed Name: _____

Request for Exemption from Human Subject Review

Section C

Solano Community College IRB Policy and Federal Law 45 CFR 46.101(b) identifies approved categories of exemption from IRB Review. Solano Community College bases recognition of these exemptions (listed below) on the following two assumptions:

1. The risk to participants in the proposed activity is so minimal that required IRB review represents unwarranted intrusion into the process.
2. Investigators (faculty, students, or staff) understand, accept, and will implement the principles of informed consent.

Federally approved categories of exemption include:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:
(i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (b)(2) of this section, if:
(i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine:
(i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

Exempting an activity from review does not absolve the investigator(s) of the activity from ensuring that the welfare of subjects in the activity is protected and that methods used and information provided to gain consent are appropriate to the activity.

Solano Community College
SAMPLE PARENTAL CONSENT FOR A MINOR TO PARTICIPATE IN RESEARCH

I agree/give my consent for child's name) to participate in the research project (title of research), which is being conducted by (name of investigator, business address, and telephone number; student investigators may use their own information or that of their instructor for classroom assignments). I understand that this participation is voluntary; I can withdraw my or my child's consent at any time without penalty.

The following points have been explained to me and my child:

1. The reason for the research is (give a short justification) and the benefits that I may expect from it are: (list specific benefits to the participant, if any; if none, so indicate)

2. The procedures are as follows: (describe the course of action that will happen to the participant, including time and place. Include a statement regarding the amount of time you expect it will take participants to complete assigned tasks.)

3. The discomforts or stresses that may be faced during this research are: (if none, so indicate)

4. Participation entails the following risks: (list all potential physical, psychological, social, or legal risks. If there are no known risks, so indicate. If risks exist, list the steps to be taken if harm should come to the participant, including any availability of medical treatment if needed)

5. The results of this participation will be (either anonymous or if identifiable information is collected, the study must be confidential) and will not be released in any individually identifiable form without the prior consent of the participant unless required by law. (Describe how collected data will be safeguarded to ensure anonymity or confidentiality.)

Note: For researchers utilizing online surveys, indicate whether IP addresses will or will not be collected in this section with the following statement: This study includes an online survey. Survey software has been programmed to collect/not to collect Internet protocol addresses that may reveal your computer's identity to the researcher.

6. Inclusion criteria for participation: (If your study requires that participants fall within a certain age range, please include that information in this section; e.g., children between the ages of 5 and 10; parents under the age of 25; 18 years or older.)

_____

Signature of Investigator, Date

_____

Signature of Parent or Authorized Representative, Date

PLEASE SIGN BOTH COPIES, KEEP ONE AND RETURN THE OTHER TO THE INVESTIGATOR

Research at Solano Community College that involves human participants is carried out under the oversight of an Institutional Review Board. Questions or problems regarding these activities should be addressed to [xxxx] Chairperson of the Institutional Review Board, Solano Community College, 4000 Suisun Valley Road, Fairfield CA 94534. 707-864-7000 ext. xxxx.

Solano Community College IRB
Classroom Research Guidelines

Section 1

The Solano Community College Institutional Review Board recognizes that some classroom research assignments do not require IRB approval. To provide guidance to faculty the IRB has determined that formal approvalis not required for classroom research assignments if **all** the following conditions are true:

- The research assignment is a class project and the requirement is stated on the class syllabus.
- The research assignment involves only members of the class,i.e., only enrolled students and the instructor(s) of the course, such that data are collected only from and by such members.
- **The data a**re collected within the confines of the classroom or lab assigned to that course, or data are conducted as part of small group setting consisting only of members of the class, as defined above.
- The project does not fall into one of the risk categories listed in Section 2 below.

If research is conducted outside the confines of the assigned classroom or lab, it must be approved by the IRB.

1. If the faculty member determines that classroom research requires IRB approval (based on the above criteria), he/she should complete an "**IRB-Classroom Research**" application for the course being taught, including a copy of the assignment, examples of questionnaires and surveys, copy of consent forms designed for the assignment.

    a. Once approved by the IRB the application will be kept on file and as long as the assignment does not change the one time approval will remain in effect. Each student will be required to submit a copy of the signed consent forms to the instructor as part of the assignment. For these assignments, the faculty member shall provide supervision. (If the student intends to formally present this research to an audience outside of the college then this project must go through regular IRB Review).

Risk Categories

Section 2

If any of the following criteria are met, the project requires IRB review. IRB Review" and must be reviewed using the "IRB-Classroom Research" application. This list is not all inclusive and the IRB withholds the right to request that any classroom research project be reviewed through the regular IRB review process.

- Participants are primarily from a special population such as minors (under 18 years old), prisoners, patients, physically or mentally challenged individuals, or pregnant women.
- The research assignment requires using a setting such as prisons, nursing homes, hospitals or schools other than Solano College.
- The research assignment involves potential risk (physical, psychological, emotional, social, or economic).
- The assignment includes audio or video recording of participants.
- Participants can be directly identified through the assignment.
- The project will be formally presented to an audience outside of the class.

Application for IRB – Classroom Research

Section 1

Project Title: _____

Name of Course: _____

Department: _____

Name of Instructor: _____

Phone: _____

Email: _____

The above named instructor is seeking approval for the conduct of classroom research which **does not meet** all of the following conditions:

- The research assignment is a class project and the requirement is stated on the class syllabus.
- The research assignment involves only members of the class,i.e., only enrolled students and the instructor(s) of the course, such that data are collected only from and by such members.
- **The data a**re collected within the confines of the classroom or lab assigned to that course, or data are conducted as part of small group setting consisting only of members of the class, as defined above.
- The project does not fall into one of the risk categories listed in Section 2 below.

I
Please provide a brief description of the the class assignment:

Section 2

1. Each student must submit signed consent forms to the instructor with their assignment.If student intends formally present this research to an audience outside of the class then this project must go through regular IRB Review.

Section3

1. Where will the research be conducted?

2. Describe the data gathering instruments that will be used. Attach copies of all questionnaires, surveys, flyers, etc.

3. Describe the demographics of the participants.

4. How will participants be recruited?

5. What precautions will be taken to ensure the privacy of the participants and confidentiality of information?

6. What is the expected knowledge to be gained from this research?

Section 4

Signatures

I understand Solano Community College's policy concerning research involving human subjects and agree:

1. to accept responsibility for the ethical conduct of this research study (including appropriate procedures to ensure informed consent);
2. to obtain approval form the Solano College IRB prior to instituting any change to the research project; and;
3. to report to the Solano College IRB any serious adverse reactions or unexpected effects on subjects.

Instructor Signature _____ Date _____

Please attach to this application:
Syllabus with assignment highlighted
Copy of assignment
Copy of surveys, questionnaires, flyers, etc.
Copy of consent forms

IRB USE ONLY:

This application has been reviewed by the SCC IRB as:

❑ Approved and filed.
❑ Approved, Subject to Restrictions: _____
❑ Tabled (insufficient information for IRB to make a final decision).
❑ Referred to full committee
❑ Disapproved: _____

Authorizing Signature: _____ Date: _____

Printed Name: _____