



## Research Request Form

**Date:**

**Title of the Research:**

**Researcher(s) Name:**

**Researcher(s) Affiliation:**

**Expected Research Starting Date:**

**Expected Research Ending Date:**

**Role at Jackson College:**

- Faculty    Staff    Undergraduate Student    Graduate Student  
 Other - specify: \_\_\_\_\_

### **HUMAN SUBJECTS RESEARCH TRAINING**

*(Human subjects research training must be completed prior to requesting a review of your IRB proposal. To complete this training please go to <https://www.hhs.gov/ohrp/education-and-outreach/online-education/human-research-protection-training/index.html> . You may complete another equivalent of Human Subjects training in lieu of the hhs training. Please attach a copy of the completed certificates)*

### **DISSEMINATION OF RESULTS**

*(How are you intending to disseminate the results of the research? (Check all that apply))*

- Journal article    Conference presentation    Academic white paper    Thesis /  
Dissertation    Course paper or presentation  
 Other- specify: \_\_\_\_\_

### **FUNDING OF RESEARCH**

*(Is your research part of an external grant or contract?)*

- Yes, Please attach the copy of the grant application or contract  
 No

### **CATEGORY OF RESEARCH**

*(Please read carefully the following categories and indicate which category or categories best describe your research by checking the appropriate box.)*

(Category 1) Research in Educational Settings - Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as: (a) research on regular and special education instructional strategies; or (b) research on the effectiveness of, or the comparison among, instructional techniques, curricula, or classroom management methods.

(Category 2) Tests, Surveys, Interviews, Observation of Public Behavior – Part 1 -Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior.

(Category 3) Tests, Surveys, Interviews, Observation of Public Behavior - Part 2 -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 Category 2 above if: (a) the human participants are elected or appointed public officials or candidates for public office; or (b) federal statute requires without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(Category 4) Use of Existing Records -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 participants.

(Category 5) Public Benefits/Service Programs- 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: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to these programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(Category 6) Consumer Acceptance -Taste and food quality evaluation and consumer acceptance studies: (a) if wholesome foods without additives are consumed; or (b) 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 Environment Protection Agency or the Food Safety and Inspection Service of the U. S. Department of Agriculture.

#### **CATEGORY OF RESEARCH EXPLANATION**

*(Please explain why you believe your research protocol meet(s) the categories you selected)*

#### **PURPOSE OF THE RESEARCH:**

*(State the research question to be answered by this project)*

#### **RESEARCH DESIGN:**

*(Provide a summary of the research design, research procedures, recruitment procedures, research location)*

**TARGET POPULATION:**

*(Describe the participant group to be studied.)*

**TYPE(S) OF DATA TO BE COLLECTED:**

*(Please attach related instruments.)*

**HUMAN SUBJECT APPROVAL DETAILS:**

*(Describe informed consent procedure, voluntary participation guidelines)*

**CONFIDENTIALITY**

*(Describe the steps that will be taken to ensure subject participation will be confidential.)*

**DATA SECURITY**

*(Describe how, where, and how long the data will be kept so that the data will remain confidential and secure. Identify who will have access to the data.)*

**BENEFIT(S) OF THE RESEARCH TO THE COLLEGE/COMMUNITY:**

*(Describe how the results of this study will benefit society and/ or the individual participant)*

**ASSISTANCE/ RESOURCES NEEDED:**

*(Identify time required by Jackson College staff members. Identify additional meeting times and data requests.)*

**TERMS OF AGREEMENT**

1. Through this agreement, the researcher shall obtain the written approval of the College for the research design, all research instruments, and all pieces of correspondence to College staff or students regarding this research *prior* to their actual use.
2. The researcher shall provide to the College a report of findings as well as practice implications based on data collected.
3. All activities of the researcher shall be in accordance with all federal, state, and college guidelines for handling student/staff data and protection of the rights and privacy of the staff and students.

4. The terms of this agreement may not be modified except by mutual written agreement between the College and the researcher. Notwithstanding the foregoing, this agreement may be terminated by either party upon thirty days written notice to the other party at the addresses listed below.

Researcher:

Jackson College

Name:

Name:

Email:

Email:

Address:

Address:

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_