

Institutional Approval Form

(Step 2 of the IRB Application Process)

Name of Principal Investigator (PI): _____ Date: _____

Institutional Affiliation: _____

Title of Study: _____

This Form is required for obtaining institutional approval (or site authorization) for conducting Human Subjects Research (HSR) at Maricopa Community Colleges (District). If you intend to conduct HSR at any of the Colleges in the District, you need to complete this Form and send it as an email attachment.

Instructions for completing this step:

1. Download and save this Form on your computer before completing it.
2. Provide detailed information in the required fields below. Reviewers will be able to scroll within each reply box to see the full response.
3. Send this Form to the appropriate person (see above) as an email attachment, and explain you are seeking institutional approval for your study.
4. If institutional approval is granted, then attach both this Form and the approval email as part of your application in eProtocol.

Respond to the specific questions below in full—do not merely copy-paste your research proposal or prospectus.

1. Which colleges are you proposing to conduct your research at? Check all that apply.

- Chandler-Gilbert Estrella Mountain GateWay Glendale Mesa
 Paradise Valley Phoenix Rio Salado Scottsdale South Mountain District Office

2. What is the purpose of the research?

3. What methodology will you employ?

a. Who are the intended participants of the study?

b. How do you intend to recruit participants?

c. What will the participants be asked to do?

d. What data will be collected as part of the study? Be specific.

4. How will the college or District benefit from the research?

5. How will the results of the study be used or published?

6. What is your relationship to the college or District?

Full-time employee Part-time employee External Researcher Other

7. What resources of the college or District will be used for this study? Check all that apply and be sure to explain your responses below.

<input type="checkbox"/> Data from the District's Office of Institutional Effectiveness	Explanation	<input type="text"/>
<input type="checkbox"/> Data from one or more colleges	Explanation	<input type="text"/>
<input type="checkbox"/> Staff time/involvement	Explanation	<input type="text"/>
<input type="checkbox"/> Faculty time/involvement	Explanation	<input type="text"/>
<input type="checkbox"/> Classroom/instructional time	Explanation	<input type="text"/>
<input type="checkbox"/> Facilities/Technology	Explanation	<input type="text"/>
<input type="checkbox"/> Other	Explanation	<input type="text"/>

Important to Know:

1. Institutional approval does not commit the college or District to provide resources or data collection for the investigators.
2. IRB approval does not commit the college or District to recruit for or participate in the project, nor provide resources or data collection for the investigators.
3. If the IRB disapproves the study, the investigator(s) cannot conduct the study, but they may revise and resubmit the proposal to the IRB.

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <http://www.maricopa.edu/non-discrimination>.