Cape Cod Community College

Institutional Review Board (IRB) Research Application

NOTE: All investigators need to complete the online Office for Human Research Protections Self-Assessment Training, available at Human Research Protection Training | HHS.gov. Completion certificates should be on file with IRB in the Office of Institutional Research. Please send completion certificates to the CCCC IRB at IRB@capecod.edu

Research Project Information

Title of Research Project:		Anticipated Funding Source:	
Principal Investigator/Faculty Advisor	Department	Phone Ext.	Email Address
Co-Investigator/Student Researcher	Department	Phone Ext.	Email Address
Projected Duration of Research:	Projected Start Date:	Other Organizations/Agencies Involved (if any):	

Research Summary

Describe the purpose of the research:

Provide a detailed description of the research objectives, goals, and anticipated contributions. Clearly state the research question(s) and hypothesis, if applicable.

Participant Description:

Provide an overview of the participants involved, including demographic details (e.g. age range, gender, academic status) and any inclusion/exclusion criteria.

Recruitment Process:

Outline how participants will be recruited, specifying methods such as flyers, email invitations, classroom announcements, or social media outreach. Ensure compliance with ethical standards for voluntary participation.

Research Location:

Specify the setting where data collection will take place (e.g. classrooms, online surveys, or campus labs)

Data Collection Procedures/Methods:

Provide a step-by-step overview of the data collection methods (e.g. surveys, interviews, or experiments). Include the duration and frequency of interactions with participants.

Collection of Personal Identifiers:

State whether any personally identifiable information (e.g. names, emails, ID numbers) will be collected. If so, explain how confidentiality will be maintained.

Data Protection and Storage:

Specify the measures in place to secure participant data (e.g. encryption, password-protected files, locked storage)

Data Retention and Disposal:

Detail the duration for which the data will be retained and the methods for secure disposal.

Data Access:

Specify who will have access to the data and the conditions under which it may be shared.

Use of Data and Results Sharing:

Explain how the data will be used, including potential publications, presentations, or reports to external stakeholders.

Attachments:

1. Informed Consent Form:
   Attach a detailed consent form outlining participant rights, the nature of the study, potential risks, and confidentiality protections.

2. Additional Project Materials (if applicable)
   Include copies of all relevant materials (e.g. surveys, questionnaires, recruitment flyers, or brochures)

Signatures:

- **Principal Investigator/Faculty Advisor:**

  Signature: _____ *Date:* _____

- **Co-Investigator/Student Researcher:**

  Signature: _____ *Date:* _____