



Conducting Research at Cochise College

For Institutional Review Board (IRB) purposes, research is defined as a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.

Anyone proposing to conduct research at Cochise College, including analysis of institutional data, surveys, interviews, and/or focus groups, must first seek administrative approval from their Dean, and from the Office of Institutional Research. Additionally, college staff who are conducting research in the community must also have their research projects reviewed.

Research projects that do not include direct contact with human subjects may be exempt from full IRB review if they are conducted by a college instructor in their class(es), by departmental personnel within their own department, and/or if the data collected does not contain individually identifiable information. However, the investigator may **not** self-determine if their project is exempt, and must submit the appropriate paperwork for review and approval before beginning project work. Secondary analysis projects, where Cochise College student or institutional data is to be accessed and analyzed, must be submitted for review.

How to Submit

Proposals for research projects should be submitted to the Executive Director of Institutional Research. Email submissions are strongly encouraged and should be sent to ie@cochise.edu.

Proposals should be submitted using the appropriate forms (listed in the following section). Any and all additional materials should be submitted as a single Word or PDF file.

Proposals may be submitted for review at any time, and are reviewed as they are received.

What Forms Do I Need to Submit?

- Project Description Form (starts on page 2)
- Faculty Advisor Attestation Form (if applicable)
 - If the investigator is conducting research as part of a dissertation, thesis, or educational research project they must include a completed **Faculty Advisor Attestation Form** completed by their faculty advisor.
- Institutional Review Board Approval Form signed by applicable Dean or the Executive Vice President.
- Attach all materials such as survey instruments, interview questions, focus group outlines, consent forms, etc.

Any questions regarding the IRB process should be directed to the Executive Director of Institutional Research.



Institutional Review Board Project Description

Primary Researcher:

Name:	Title:
Department:	
Phone number:	
Email address:	
Is the project funded? Y ___ N ___	
If Y, from where? _____	
If N, have you applied for funding? Y ___ N ___ Where?	

List any co-researchers and their title, department, phone number, and email address:

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Title of Study

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Anticipated Project Start and End Date

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Purpose of Research Project:

In lay language, summarize the objectives and significance of the research.

Special Classes

Does your research involve any participants from special classes (children, prisoners, pregnant women, cognitively impaired persons, etc. Read more [here.](#))? If so, please describe.

Data Collection and Access

Describe the data you will collect or obtain.

Describe how you will obtain or access the data. Please specify if you will be submitting a request to Cochise College IR.

Confidentiality & Data Storage Procedures:

Explain whether or not participants will be identifiable:

Will the data you collect be anonymous or confidential (check the one that applies)? *Note: research is only anonymous if the researcher does not know the identity of the participants and there are no identifiers linking the participant to the research. Confidential is where study participants (or participant responses) could be identified by the researcher, but every effort has been taken to protect that identity from being revealed to anyone else.*

Anonymous _____ Confidential _____
Explain the procedure that will be used to protect privacy and confidentiality:
How and where will data be stored (may be indefinitely)?
How long will the data, research summary, and applicable paperwork be stored (may be indefinitely)?
Who will have access to the data?

Benefits to Participants:

Describe the indirect research benefits for the participants:
Describe the direct research benefits or state there are no direct benefits to the participants:

Risks to Participants:

This section should include a detailed description of any reasonably foreseeable risks or discomforts to the participants as a result of each procedure, survey, or interview questions. All projects are deemed to involve some level of risk to participants, whether obvious or obscure. Consequently, **proposals must state** that minimal risk is involved even when the proposed research is viewed as involving little or no

risk to participants. Risk is minimal where the probability and magnitude of anticipated harm or discomfort are not greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests. Even when risk is minimal, investigators must still state what the minimal risk is and why it is minimal (example would be potential for embarrassment or boredom).

Describe the risks to participants:

Will your results be published, presented, or publicly shared? If yes, how?

Will your results be generalizable to other populations? If yes, describe.

Will you have direct contact with human subjects? (survey, focus group, interview, etc)

_____ No – Form is complete

_____ Yes – Complete the questions below

Description of Potential Participants:

Age-range and gender:
Describe how the participants will be recruited and/or selected:
Describe the number of participants expected:
Will compensation or incentives be provided for participation? Y ____ N ____ IF Y, please describe:
Criteria for exclusion from participant pool:

Procedure:

Description of participants' activities:
What will non-participants do while participants participate? <i>Note: this only applies when research is conducted in the classroom and some students may participate and some may not.</i>
What will participants be told about the research project?
Will deception be used? Y ____ N ____ If Yes, please explain why this is necessary, and how debriefing will occur:
Estimated time required for participants:
Where will research take place?

Method of data collection (check one of the following): Qualitative ___ Quantitative ___ Mixed Method ___
Please describe how and when participants may terminate participation:
Description of equipment to be used on or by participants:

Description of procedure to obtain informed consent or other information to be provided to participant:

How and when will the participants be approached to obtain consent?
Who will be responsible for obtaining consent (check the box that applies)? Project Director _____ Member of Project team _____ (list name or position) Other _____ (Please explain, and include name, affiliation, and title)
How will information be relayed to participant (read to, allowed to read, audio-recorded, video-recorded)?
If children are involved, who will be responsible for obtaining parental consent (check the box that applies)? Project Director _____ Member of Project team _____ (list name or position) Other _____ (Please explain, and include name, affiliation, and title)