

**Human Subject Research Request Form**  
**Sauk Valley Community College**  
**Last Updated August, 2016**  
**RESEARCHERS AFFILIATED WITH SVCC**

As guided by federal policy and by SVCC Board Policy 519.01, human subjects have rights of protection and refusal when participating in human research. SVCC's Institutional Review Board is charged with approving, monitoring, and reviewing human research. This form will allow the IRB to effectively and efficiently review your research project. Most reviews take less than two weeks. Thank you for your patience.

***Instructions:***

- Complete all information. Boxes expand to accommodate answers.
- Submit completed form and required attachments **electronically** to the Dean of Institutional Research and Marketing at least 14 days prior to the proposed start of the research.
- A printed copy of the signed request and required attachments will be required within one week of College approval.
- Research may not begin prior to receiving full approval.

**Human Subject Research Requirements:**

- Subjects will be informed in writing that their involvement is voluntary.
- Sufficient steps must be taken to ensure that appropriate sensitivity is applied with respect to human subjects and that they are treated with appropriate respect and dignity regardless of their race, religion, gender, national origin, age, sexual preference, or political affiliation.
- The expense of the research shall be borne by the researcher. *Exception: Research expenses may be covered by department budgets with the advance approval of the appropriate administrator.*
- Surveys require an informed consent statement at the top of the instrument.
- Focus Groups and Interviews require a signed, informed consent form for every human subject.
- Results will be provided to the Dean of Institutional Research and Marketing prior to public release or publication.
- The researcher is to retain all records related to the research for a minimum of five years.

**Hold Harmless**

The researcher understands and accepts the risks of conducting this research project and agrees to release and hold Sauk Valley Community College, its students, employees, Board of Trustees, volunteers, independent contractors, and affiliated groups, harmless for any illness, injury, death, personal and/or property damage, property theft, or other loss incurred.

This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois. The researcher agrees to reimburse Sauk Valley Community College for any and all attorneys' fees and costs incurred by defending or prosecuting any claims or causes of action involving, or in any way relating to this research project and/or the researcher.

<b>Name of research project</b>	
---------------------------------	--

**Human Subject Research Request Form**  
**Sauk Valley Community College**  
**Last Updated August, 2016**  
**RESEARCHERS AFFILIATED WITH SVCC**

<b>Date of Proposal Submission</b>	7/4/2018
------------------------------------	----------

<b>SVCC <u>EMPLOYEE</u> RESEARCHER (or sponsor of student researcher)</b>	
Name of SVCC Employee (Principal researcher or sponsor)	Eric L. Epps
Title or position at SVCC	Dean of Information and Security
SVCC telephone extension	322
Home telephone number	815-293-7771
SVCC email address	eric.epps@svcc.edu
Names of additional researchers (nonstudents) Provide phone number and affiliation if researcher is employed outside of the College	None

<b>SVCC <u>STUDENT</u> RESEARCHERS (if applicable)</b>	
Name of principal student researcher	
What SVCC class is this affiliated with (if applicable)?	
Address of student	
Telephone number	
E-mail address	
Names of additional student researchers (if applicable)	

<b>Expected Research Start Date</b>	July 2018
-------------------------------------	-----------

**Human Subject Research Request Form**  
**Sauk Valley Community College**  
**Last Updated August, 2016**  
**RESEARCHERS AFFILIATED WITH SVCC**

<b>Expected Research Completion Date</b>	December 2018
--	---------------

<b>Please summarize the research project and its purpose or goals.</b>
This study will examine student data to evaluate the success of the “Bridge to Success” ELA changes enacted in 2013-14. It will look at students in developmental English (reading and writing) classes before and after the changes to look for changes in gateway course (ENG 101) success, retention, and program completion. Additionally, evaluating demographic and academic data will determine areas for further research and developmental education trials.

<b>Describe the research subjects as specifically as possible (e.g., students, faculty, staff, non-SVCC employees, special needs individuals, children, elderly, etc.).</b>
SVCC students enrolled in developmental reading, writing, ELA, and ENG 101 classes from 2010-2018.

<b>Estimate the number of research subjects that will be involved in the study.</b>
1000?

<b>Describe how the research subjects will be selected and/or recruited to participate.</b>
No recruitment, only current and past SVCC students.

<b>Describe the research methods involving the research subjects.</b> Please include <u>where</u> the research will take place, how information is <u>collected</u> (interview, observation, focus group, etc.), how the information is <u>recorded</u> (by visual or audio recording, by taking notes, using a rubric/checklist, etc.), and what notable <u>instrumentation</u> will be used during the research.
Research will only use existing student data, no direct interaction will be collected.

<b>Please paste a copy of the survey questions, focus group questions, or interview questions below for review (if applicable).</b>
N/A

<b>Are you expecting to place this survey online using Survey Monkey for subjects to complete?</b>	Yes or No. If yes, please fill out the survey form at the end of this request form. No
--	---

**Human Subject Research Request Form**  
**Sauk Valley Community College**  
**Last Updated August, 2016**  
**RESEARCHERS AFFILIATED WITH SVCC**

The Dean of IRP will help you determine if SM is a viable option for you.	
---	--

**Subjects of this study must sign an informed consent form.** An informed consent form should be used when conducting human research. Below is a template that can be used by the researcher or the researcher may create their own informed consent form as long as all required information is found within the form.

*NOTE: Informed Consent ensures that human subjects are informed: (1) of the purpose/nature of the research, (2) that participation is voluntary, (3) that research subjects will not suffer from any negative consequences if they withdraw from the research at any time, (4) that data will be collected and reported in a confidential manner and kept in a secure location, and (5) any potential physical or psychological risks have been clearly described to them.*

**Sauk Valley Community College**  
**Informed Consent Form**

The purpose of this study is [brief description]. This research project is being conducted by [names of principal researcher(s) including student researcher(s)].

The information you provide in this research project will remain confidential. Any report that is generated from this research will NOT include any information that will make it possible to identify you; all results will be reported as group responses. All research records are kept in a secure location and only the SVCC researchers will have access to the information.

Taking part in this research is completely voluntary and it will not negatively affect your relationship with Sauk Valley Community College in anyway. You may withdraw from this research project at any time without consequence. There will be no compensation for taking part in this research.

There are no anticipated risks in this research study; however, if you any concerns arise, the researcher(s) may be contacted at the number given at the bottom of this page. If you have any additional questions about your rights as a research participant, please contact Steve Nunez, SVCC Dean of Institutional Research, at 815-835-6263.

**I have been informed of the purpose of this study and I agree to participate. I acknowledge that my participation is voluntary and I may withdraw at any time. I understand that my responses will be kept confidential.**

Please sign and date to indicate consent: \_\_\_\_\_

If you have any concerns or questions, please contact the principal researcher at Sauk Valley Community College.

[Name of principal researcher(s)]

**Human Subject Research Request Form**  
**Sauk Valley Community College**  
**Last Updated August, 2016**  
**RESEARCHERS AFFILIATED WITH SVCC**

[contact SVCC email(s)]  
[SVCC phone number]

**\*A similar version of this consent form will be attached to every online survey. The Dean of IRP will be responsible for adding the consent form to the online survey.**

If you prefer to construct your own informed consent narrative, please copy it below.

**Describe any potential physical or psychological risk to the subjects.**

None

**What is the expected length of time that each subject will be required to participate in this study?**

None

**Describe any compensation that subjects will receive or any award or prize they may be eligible to receive.**

None

**Summarize the personal, sensitive information that subjects will be asked to provide (e.g. age, disability, health, marital status, political affiliation, religion, sexual orientation, etc.).**

No additional information necessary, only information already voluntarily provided to SVCC.

**Once the research has been completed, describe the final “product” of this research. For example, will a formal research paper be submitted, a formal presentation given, a classroom paper or presentation, etc? Describe in detail.**

A formal research paper will be written.

**How will personal, sensitive information be protected?**

Any collected information will be secured electronically and/or locked in my office.

**What additional assistance will you need from other SVCC employees?**

Assistance may be needed from the ITS department to extract data from Banner, Canvas, and/or other College databases.

**Human Subject Research Request Form**  
**Sauk Valley Community College**  
**Last Updated August, 2016**  
**RESEARCHERS AFFILIATED WITH SVCC**

By signing below, the researcher certifies that all of the information provided on this request form is correct and accurate, that the researcher has read, understands, and will abide by the requirements and the Hold Harmless statements above.

\_\_\_\_\_  
Signature of Principal Employee Researcher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal Student Researcher (if applicable)  
*Required only for student research projects*

\_\_\_\_\_  
Date

**Human Subject Research Request Form**  
**Sauk Valley Community College**  
**Last Updated August, 2016**  
**RESEARCHERS AFFILIATED WITH SVCC**

*Internal use only*

**Institutional Research Board Evaluation Checklist**

	<b>Check if appropriate</b>
<b>First Check (type of study): The following are exempt cases and IRB is not necessary for approval.</b>	
Research involving the use of educational tests, survey or interview procedures, or observation of public behavior.	
The results will be shared only with the client or stakeholder for his/her private use for evaluation of an established program or for other non-research purposes.	
The project utilizes only publically available, anonymous data.	
The project is an internal evaluation intended for quality control of an ongoing program only.	
The sole purpose is to teach students how to gather data, and the information will not be disseminated outside the class or instructional setting. <i>IRB consent can be attained if the student wishes to publish the data at a later point.</i>	
The research is conducted with approval of the Federal or State government.	
<b>Second Check (if necessary): Human Subject Protection</b> <b>The following protections must be in place for IRB approval. If these protections are in place (all statements below should register TRUE), then the IRB would not need to meet to discuss the need for revisions and/or safeguards to the proposal. If a statement is FALSE, the IRB may need to meet.</b>	<b>True/False</b>
Subjects will be required to sign an informed consent form that informs them of their rights as human research subjects. These rights include: (1) being informed of the purpose/nature of the research, (2) that participation is voluntary, (3) that research subjects will not suffer from any negative consequences if they withdraw from the research at any time, (4) that data will be collected and reported in a confidential manner and kept in a secure location, and (5) any potential physical or psychological risks have been clearly described to them.	
There are no apparent physical or psychological risks involved in the project.	
Apparent safeguards exist to protect confidentiality.	
Apparent safeguards exist to protect sensitive data.	
Data collection methods and/or survey or interview questions are appropriate for the nature of the research.	
The proposed location of the research is appropriate for the nature of the research.	
The research does NOT involve children.	

**Human Subject Research Request Form**  
**Sauk Valley Community College**  
**Last Updated August, 2016**  
**RESEARCHERS AFFILIATED WITH SVCC**



**Human Subject Research Request Form**  
**Sauk Valley Community College**  
**Last Updated August, 2016**  
**RESEARCHERS AFFILIATED WITH SVCC**

**Action by the Institutional Research Board (IRB) (if necessary):**

\_\_\_\_\_ Approve the research  
This research project is approved for (length of time) \_\_\_\_\_

\_\_\_\_\_ Deny the research project

**Signatures of IRB members:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

*\*Copy of this document will be delivered to researcher.*

**Human Subject Research Request Form**  
**Sauk Valley Community College**  
**Last Updated August, 2016**  
**RESEARCHERS AFFILIATED WITH SVCC**

**IT Survey Monkey Installation Request Form (if applicable)**

Please complete this form so that the IT department can best serve you.

<b>What department is this survey for?</b>	
<b>What is the purpose of this survey? (This brief explanation will appear on the survey.)</b>	
<b>Who is the contact person for this survey?</b>	
<b>When would you like the survey finished?</b> Give yourself enough time so that you can proof the survey before it goes live. (Please give at least one week prior notice to IT.)	
<b>When will the survey go live?</b>	
<b>When will the survey close?</b> <b>Please state the date and time. (example June 1 at 4:30pm)</b>	
<b>Will participants remain anonymous?</b>	
<b>What is the title of the survey?</b> (This will be the header at the top of the survey.)	
<b>Which questions on the survey are required?</b> (Please list which questions (or #s) the respondents are <u>required</u> to answer.)	
<b>Which questions are piped?</b> Based on their answers to one question, respondents can be directed to a different question (or even skip questions entirely). Please create a simple list of questions that you want piped or indicate "none." <u>Example:</u> Question 1: If yes, skip to question 5, if no, go on to question 2.	
<b>Do you have any special instructions or special needs for this survey?</b>	
<b>Do you want a hyperlink to the survey created on a <u>svcc.edu</u> webpage or will you send participants a link to the survey via email?</b>	

**Human Subject Research Request Form**  
**Sauk Valley Community College**  
**Last Updated August, 2016**  
**RESEARCHERS AFFILIATED WITH SVCC**