

Institutional Approval Form

(Step 2 of the [IRB Application Process](#))

This form is required for obtaining institutional approval 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 submit it via email to the IRB Member of the College serving as a site for the study. If the study is to be conducted at more than five Colleges, institutional approval must be granted by the Provost (or the Provost's designee) at the District Office.

If approval is granted, the researcher needs to attach the 1) completed form, and 2) approval email to their 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.

- | | | | | | |
|---|--|-------------------------------------|-------------------------------------|---|--|
| <input type="checkbox"/> Chandler-Gilbert | <input type="checkbox"/> Estrella Mountain | <input type="checkbox"/> GateWay | <input type="checkbox"/> Glendale | <input type="checkbox"/> Mesa | |
| <input type="checkbox"/> Paradise Valley | <input type="checkbox"/> Phoenix | <input type="checkbox"/> Rio Salado | <input type="checkbox"/> Scottsdale | <input type="checkbox"/> South Mountain | <input type="checkbox"/> 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.

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

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 investigators 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) 731-8701 For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <http://www.maricopa.edu/non-discrimination>.