

# Site Authorization Form

(Refer to the procedures of IRB approval.)

Name of Principal Investigator (PI): \_\_\_\_\_ Date: \_\_\_\_\_

Institutional Affiliation: \_\_\_\_\_

Title of Study: \_\_\_\_\_

This form is required for obtaining site authorization for conducting Human Subjects Research (HSR) at Maricopa Community Colleges (District).

### Instructions for completing this form:

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 as an email attachment, and explain you are seeking site authorization for your study.

**Respond to the specific questions below in full**—*do not merely cut-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     District Office
- Paradise Valley     Phoenix     Rio Salado     Scottsdale     South Mountain

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 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? Be sure to explain your relationship, if any, below.

- Full-time employee     Part-time employee     External Researcher

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 |             |
| <input type="checkbox"/> Data from one or more colleges                                 | Explanation |
| <input type="checkbox"/> Staff time/involvement   | Explanation |
| <input type="checkbox"/> Faculty time/involvement                                       | Explanation |
| <input type="checkbox"/> Classroom/instructional time                                   | Explanation |
| <input type="checkbox"/> Facilities/technology  | Explanation |
| <input type="checkbox"/> Other  | Explanation |

**Important to Know:**

1. Site authorization 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.

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