Institutional Review Board
Office of Grants Administration
400 Paramus Road
Paramus, NJ 07652-1595
Phone: 201/612-5253
Fax: 201/612-5633
wyakowicz@bergen.edu

Application for Institutional Review of Proposed Research Study

****

This form cannot be submitted until the research is under the auspices of a Bergen Community College Sponsor. The IRB regrets that it is not able to assist with this.

Name and Signature of Bergen Community College Contact/Sponsor:

Project Director and Contact Information:

Name of Researcher and Contact Info (if different):

Name and signature of approving Bergen Community College Vice President:

Title of Project:

Study Start Date: Study End Date:

Purpose, Goals, Objectives of study (limit to 500 characters below & attach copies of pages as needed):

Will this/has this research be reviewed by another IRB? If reviewed please attach findings.

Number and characteristics of human subjects involved in the research?

Describe the study design, research procedures, and instrumentation (limit to 600 characters below & attach copies of pages as needed)

Will the study involve subjects who are known to have a specific medical or mental health conditions(s) or be under a certain type(s) of medical care and/or mental health care? Explain (500 char. limit below).

Does the research use instruments or procedures that were previously approved by an IRB or used in another study? (250 character limit below)

Does this research involve the use of a survey?

Is this an on-line survey?_____. If so, describe in detail the security of the web site used. (250 Char. limit)

Describe the procedures to identify and recruit subjects for the study. Include criteria for determining who should be included. (450 character limit below & attach pages as needed.)

Are incentives provided to research subjects? If so, describe incentive(s) and procedures. (450 char. limit)

Describe procedures for obtaining informed consent. If written consent is required, provide a copy of the documents and the script to be used in obtaining consent. (450 char. limit below)

Is re-contact required? Will re-contact informed consent be obtained? Explain procedures and provide additional documents as needed. (500 char. limit below).

How will human subjects benefit from their participation in the research? (450 char. limit)

What is the risk potential for participants? Is monitoring or follow up required to ensure potential adverse or unexpected effects are alleviated? (500 char. limit)

What steps will be taken to protect human subjects from any known or potential risks during the research, especially loss of confidentiality or triggering of discomfort or anxiety? (600 char. limit)

How will the project director inform researcher(s) about protection of the research subjects? (600 char. limit)

Are there any potential risks for researchers?

Is personal information to be collected or are potential identifiers to be associated with human subjects? Will these be shared with or made available to others?

Describe how data is to be collected, maintained, and handled after study is complete. Be sure and include information on the security of the computer system that is being used. (600 character limit below & attach pages as needed.)

Describe how data is to be reported and disseminated. What methods will be used to ensure participant identifiers or personal information are protected? (600 character limit below & attach pages as needed.)

Provide Certification Number and date of Human Subjects Protection Training Course:

NOTE: While other Training Courses are acceptable, the National Institutes of Health (NIH) Office of Extramural Research has a short online certification course available at

http://phrp.nihtraining.com/users/login.php/