Daytona State College
IRB-1 Protocol Submission Form

Instructions: The principal investigator should complete each section of this form. Incomplete forms will not be reviewed. Upon completion of the form, the principal investigator must submit to the IRB chairperson the original, signed form along with all necessary support documents, including the research proposal (if externally funded), all consent/assent forms, and any research instruments (i.e. questionnaires, interview protocols, etc.). Please make a copy for your records. An incomplete form will be returned to the principal investigator without review.

Any questions regarding the IRB process or this form should be directed to the IRB chairperson.

IRB Chairperson:	Dr. Pearl Galano
Phone:	386.506.3144
Email:	pearl_galano@daytonastate.edu

By submitting the form and supporting materials to the IRB, the PI agrees to the following:

- This study will be conducted in the manner described in the submission. No changes to this study will be implemented until a revision form has been submitted and approved by the IRB.
- This study will be conducted during the one year IRB approval (or less as stipulated by the IRB). If the study will exceed the approval period, the PI will submit a Continuation/Renewal/Revision form in a timely manner (but prior to the renewal date).
- The PI will provide a copy of the signed consent form to the subject.
- The PI will retain all signed informed consent documents for a minimum of three (3) years (or longer as stipulated by the funding agencies) from the date the study is concluded.
- The PI will report in writing any serious or adverse events to the IRB chair within 24 hours.
- The PI will provide participants with any significant new information obtained during the course of the study.
- If the study has been approved at the Expedited or Full Review levels, the PI will report to the IRB when this study has closed. This report will be provided no more than 90 days from the end of the study.

Daytona State College

IRB-1 Protocol Submission Form

Title of Research Protocol: _____

SECTION 1-A: Internal Investigators **(to be completed by "INTERNAL" researchers only - DSC Faculty, Employees, and Students).**

Principal Investigator Name: _____

Title: _____

Department: _____

Campus Location: ☐ **DB** ☐ **Deland** ☐ **Deltona** ☐ **Flagler/PC** ☐ **ATC** ☐ **NSB**

Campus address: _____

Email: _____ **Phone:** _____

Completed Human Subjects/IRB training: ☐ **YES (attached certificate)** ☐ **No**

I certify that the protocol and method of obtaining informed consent as approved by the Daytona State College IRB will be followed during the period covered by this research project. Any future changes to the research project will be submitted to the IRB for review and approval prior to implementation.

Principal Investigator Signature: _____ **Date:** _____

Co-Principal Investigator Name: _____

Title: _____

Email: _____ **Phone:** _____

Completed Human Subjects/IRB training: ☐ **YES (attached certificate)** ☐ **No**

I certify that the protocol and method of obtaining informed consent as approved by the Daytona State College IRB will be followed during the period covered by this research project. Any future changes to the research project will be submitted to the IRB for review and approval prior to implementation.

Co-Principal Investigator Signature: _____ **Date:** _____

Section 1-B: External Collaboration and Investigators: (to be completed by "EXTERNAL" researchers only – non-DSC Faculty, Employees, and/or Students).

Projects involving collaboration with researchers/personnel from institutions other than Daytona State College must complete this section. Each participating institution is responsible for safeguarding the rights and welfare of human subjects and for complying with all regulations. Since all "External" research involves the use of college resources, all IRB approved "External" research will require additional coordination approval. Specifically, the process of advertising your research on the Daytona State College Campus for the solicitation of subjects, and for the scheduling of all "External" research must be approved by the Daytona State College Senior Executive Staff and/or College President before you begin your research at Daytona State College. If this research proposal receives Daytona State College IRB approval, a copy of the approval will be sent to the Senior Executive Staff and/or College President for review and for determining the conditions for beginning your research on campus.

External Institution/Organization: _____

External Principal Investigator Name: _____

Title: _____

Email: _____ **Phone:** _____

Has this proposal been submitted to another IRB? ☐ YES ☐ NO

IF YES, IRB Decision:

Please include a brief description of the external researcher's role:

Completed Human Subjects/IRB training: ☐ **YES (attached certificate)** ☐ **No**

I certify that the protocol and method of obtaining informed consent as approved by the Daytona State College IRB will be followed during the period covered by this research project. Any future changes to the research project will be submitted to the IRB for review and approval prior to implementation

External Principal Investigator Signature: _____ **Date:** _____

Please list additional Co-PIs on a separate page

SECTION 2: General Project Information

Proposed start date: _____ **Proposed end date:** _____

Total project duration: _____

Research Location(s): _____

Source of Funding:

Is the data gathered used exclusively for internal purposes (e.g. for internal departmental, school, or other University administrative purposes, including service surveys issued or completed by University personnel for the intent and purposes of improving services and programs of the University or for developing new services or programs)? ☐

SECTION 4: Research Description

A. Briefly describe the project's research methodology using non-scientific language.

1. Abstract

2. Goals, Objectives, and Significance of Research:

3. Procedures: *Briefly describe the participants, the location(s) of the project, the procedures to be used for data collection, whether data will be confidential or anonymous, disposition of the data, who will have access to the data*.

4. Participant Selection Methods: *Describe the methods you will use for a) selecting research participants and b) ensuring that their participation is*

B. Participants/Human Subjects

Subjects will be:
- ☐ Daytona State College Students
- ☐ Adult, non-students
- ☐ Non-adult, non-students

Number to be recruited: _____

Special Populations (Check all that apply)
- ☐ Minors (including dual enrolled)
- ☐ Prisoners
- ☐ Mentally challenged/Mentally ill
- ☐ Elderly
- ☐ Other (specify): _____

Approximate time commitment per subject: _____

Will compensation be provided to subjects? ☐ YES ☐ NO

If YES, specify the form and amount of compensation per subject: _____

_____

SECTION 5: Review and Checklist

Based on review of the Daytona State College Institutional Review Board Guidelines, check one of the following:

A. I request that this research be considered **exempt** from IRB review: ☐
B. I request that this research be considered for **expedited** IRB review: ☐
C. I believe this research is subject to **full** IRB review: ☐

Please ensure that the following items are included in this application:

1. **Research proposal narrative** ☐
2. **All consent and assent forms** ☐
3. **Data collection instruments (e.g. survey questions)** ☐
4. **Collaborative IRB Approval letters (if applicable)** ☐
5. **Human subjects training certificate** ☐
6. **Any additional support documents (please label)** ☐

To be completed by the IRB Chairperson					
IRB File Number:					
	Approved		Approved with conditions		Refer to full committee review
Comments:					