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Form version 20220908_0900

Permission to Conduct Research on Human Subjects at Haywood Community College

This form accompanies Procedure 2.4.1.1: Research Review Procedure. Please complete each item below and attach any additional supporting materials as needed. Before completing this form, please review Procedure 2.4.1.1 carefully.

Email this signed completed form as a PDF and all supporting materials to the director of Institutional Excellence, Research, and Grants at hcc-research@haywood.edu. Be sure to include a full signature line and be sure to email this information from the email address at which HCC should contact you.

Name of researcher: _____

Is this research a part of a regular class activity or assignment?

☐ Yes If so, please provide the following:

Instructor Name: _____
Course Section: _____ (e.g., BIO 111-01)

☐ No

1. Briefly describe the purpose of the study. Also include a brief description of what the participants will be expected to do.

2. Briefly describe how HCC employees, students, data, or other information will be used in your research.

3. How will confidentiality of subjects be maintained?

4. What potential issues may arise as a result of asking the participants to do as described above and how will these issues be addressed?

5. If conducting research through another institution (e.g., as a graduate student), identify that institution below, including institution address and advisor's name and position, and attach a copy of that institutions IRB approval to conduct the research. If such approval is contingent upon HCC approval, attach a statement from advisor or institution explaining that tentative approval has been granted pending HCC approval.

   Institution: _____
   Address: _____
   Advisor: _____

   ☐ Not applicable

6. Attach the cover letter that will be sent/read/presented to participants stating purpose of the research, what participants are expected to do, the risks and benefits of the research, and how the participants privacy will be ensured. You must include contact information for who the participants need to contact with questions regarding the research (e.g., you) or with other concerns (e.g., your instructor). You must also include the following statement at the end of your cover letter: *If you have questions or concerns about how you were treated as a participant in this research, you can contact the director of Institutional Excellence, Research, and Grants at 828-565-4077 or by email at hcc-research@haywood.edu.*

   Students: You must include your contact information and your instructor's contact information in the cover letter described above.

7. Projected opening date of the research: _____

   Projected closing date of the research: _____

8. Describe the steps that you will take to ensure that HCC is informed of your research findings (once the study is complete) so that the College can benefit from your research.

Researcher's signature: _____ Date: _____

HCC's President's Council serves as Haywood Community College's Research Review Committee (RRC). Upon receipt of these items, the director of Institutional Excellence, Research, and Grants will forward them to the RRC with his/her recommendation for consideration at the next regularly scheduled RRC meeting. The RRC may only meet once a month, so be sure to allow yourself enough time to receive approval for your research. As stated in Procedure 2.4.1.1, an expedited process may be used to approve your research. Failure to include all of the information requested above may delay your approval. You will be contacted by the director of Institutional Excellence, Research, and Grants with approval status or requests for additional information.

To be completed by Research Review Committee representative upon approval by the committee.

Approval signature: _____ Date: _____

☐ Expedited