Pitzer College Institutional Review Board
Application Cover Sheet

Please submit this form with a Research Summary and supporting materials following the guidelines given below. The investigator should allow sufficient time for review before scheduling the implementation of the project. If the proposal requires the approval of the full committee, it could be a month before a decision is made.

Principal Investigator	**Telephone**
Address	**Email**
	Field Group or Department
Title of Project	**Project No.**

The principal investigator assures the IRB that all procedures carried out under the project will be conducted by persons legally and responsibly entitled to do so, and that any deviation from the submitted project (change in principal investigator, participant recruitment procedures, research methodology, etc.) will be submitted to the IRB for approval prior to implementation. The IRB also requires that the principle investigator and faculty sponsor have read the Belmont Report and taken the Web training course provided by the Office of Human Subjects Research (located at http://phrp.nihtraining.com/users/register.php?submit=Register). Please indicate your compliance:

I have read the Belmont Report and have submitted a copy of the certificate for completion of the Protecting Human Research Participants online course for the principal investigator and each of my team members. ☐

Please indicate whether or not the following are involved:

Patients as participants.....	☐**yes** ☐**no**	Greater than minimal risk* to participant.....	☐**yes** ☐**no**
Minors as participants (under 18).....	☐**yes** ☐**no**	Questionnaires.....	☐**yes** ☐**no**
Elderly participants (over 65).....	☐**yes** ☐**no**	Data banks or archives.....	☐**yes** ☐**no**
Non-English-speaking participants.....	☐**yes** ☐**no**	Payment for participants.....	☐**yes** ☐**no**
Cognitively impaired participants.....	☐**yes** ☐**no**	Interviews.....	☐**yes** ☐**no**
Prisoners or parolees.....	☐**yes** ☐**no**	The use of drugs or medication.....	☐**yes** ☐**no**
Participants in other countries.....	☐**yes** ☐**no**	Taking physical specimens.....	☐**yes** ☐**no**
Medical records.....	☐**yes** ☐**no**	Film, video, or voice recording of participants..	☐**yes** ☐**no**

Has your proposal already been approved by another organization's IRB?† ..... ☐**yes** ☐**no**

Note: If you wish to recruit at any of the Claremont Colleges, you must apply to each College's IRB.

Principal investigator (signature) _____ Date _____

Faculty Sponsor‡ (printed name) _____ Department _____

(signature) _____ Date _____

Review Board Action

___1. Certified as exempt from review (by Chair)**
___2. Approved under expedited review (by Chair or other IRB member)
___3. Approved by full committee
___4. Returned by full committee for additional details, clarifications, or adjustments

IRB Representative (signature) _____ Date _____

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* Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

† A copy of any non-Pitzer IRB approval letters should be included with this application.

‡ The faculty sponsor is normally one's senior thesis or independent study advisor. If a senior thesis or independent study advisor does not exist and this project is part of a course, the student should obtain the signature of the faculty member in charge of the course.

** For the categories of exemption, see Title 45, Section 46.101(b) of the Code of Federal Regulations.

Guidelines for Submitting Research Proposals for Review of the IRB

Pitzer College maintains an Institutional Review Board (IRB) in order to ensure (1) that researchers who are part of the College community protect the dignity, privacy, and safety of the participants they recruit for their research, and (2) that the dignity, privacy, and safety of members of the Pitzer community are protected when they choose to participate in research. Pitzer' IRB deals only with research involving human participants; research involving nonhuman subjects must be reviewed elsewhere at The Claremont Colleges.

College policy requires that all research involving human participants and all information-gathering regarding individual human beings carried out by the students and faculty of Pitzer or taking place on campus should follow the principles set forward in The Belmont Report and that all such research and information-gathering must be submitted for IRB review, with the exception of procedures carried out by students under the direction of their instructors and involving, in the view of the instructor, neither greater than minimal risk, conflicts of interest regarding his or her own research, nor participants who may be unable to give informed consent.

The Research Summary and Supporting Materials

The Research Summary should be a typed document written specifically for the review of the IRB. Grant applications and M.A. or Ph.D. proposals are not an appropriate substitute, because typically they are longer than suits the committee's purposes, are not written entirely in language accessible to the lay person, and may not address the issues of risk and benefit. The Research Summary should include the following information:

1. The title of the research and the name of the principal investigator;
2. The research question or questions under investigation;
3. The nature of the population to be studied and, in addition,
    a) how the participants will be recruited (a copy of the recruitment tool, if applicable, must be include),
    b) whether or not participants will be personally identified,
    c) what they will be told regarding the research and the character of their participation,
    d) whether or not the project requires any deception;
4. How consent will be obtained (please attach a copy of the consent form).
5. The degree of sensitivity of the information to be gathered and, if participants are to be personally identified, the steps that will be taken to ensure confidentiality;
6. The methods to be used, including a copy of any questionnaires or surveys that are to be administered;
7. An assessment of the benefits of the project, including its contribution to scientific knowledge and any direct benefits it may offer to the participants;
8. An assessment of the risks to participants and how they will be handled;
9. Relevant supporting materials, including surveys, questionnaires, consent forms, and any other documents or materials to which the participants will be exposed in the process of giving consent.

The Research Summary should be addressed to the Chair of the IRB. Along with the Application for Review, it should be submitted by email to irb@pitzer.edu. The IRB Chair's name and contact information may be included on the consent form, if the investigator so chooses, in the event that participants have questions about any issue regarding the research. If the principal investigator is a student, the Application for Review *must be signed by a faculty sponsor*, and the name and contact information for the faculty sponsor should be included on the consent form (instead of the name and contact information of the IRB Chair).

The research investigator should also review the following documents on the web and also available from the Dean of Faculty's office: Guidelines for Constructing Research Consent Forms, Title 45, Part 46 of the Code of Federal Regulations (**http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm#46.116**), The Belmont Report (**http://ohsr.od.nih.gov/guidelines/belmont.html**); also refer to appropriate sections of the Pitzer College Faculty Handbook.