

Institutional Review Board (IRB) Project Approval Request

The Institutional Review Board at Lower Columbia College is charged with upholding [Policy Number 320](https://lowercolumbia.edu/publications/administrative-policies/320.php): Policy for the Protection of Human Subjects. Individuals who desire to conduct research of any kind within the context of the institution (including but not limited to involvement of LCC students, employees, or facilities) must receive approval from the Institutional Review Board before proceeding.

Please fill out the form below and submit it with a copy of the proposed instrument or project (including items noted below) to the chair of the Institutional Review Board (e-mail to [whall@lowercolumbia.edu](mailto:whall@lowercolumbia.edu) or send to Wendy Hall, Lower Columbia College, 1600 Maple Street, Longview, WA, 98632). Your submission *must* include:

* Title of project.
* Method of proposed research (survey, focus group, etc.)
* Description of project (including but not limited to a statement regarding the purpose of the project).
* Description of your data collection method, including how you intend to protect the confidentiality of your subjects and the integrity of your data.
* Script or introduction that will be used to describe the project to participants.
* Intended sample size.
* Intended population that you will be attempting to infer to (for example, LCC student body, Cowlitz County, etc.), if applicable.
* Statistical methods or tests you plan to use (if this is not applicable, please include that information).

🗖 I hereby acknowledge that I have read [LCC policy 320](https://lowercolumbia.edu/publications/administrative-policies/320.php) regarding “Protection of Human Subjects.”

🗖 I agree to comply fully with Lower Columbia College’s “Policy for the Protection of Human Subjects” in conducting my project, including maximizing benefits and minimizing risk to each participant (minimizing risk includes keeping responses confidential and not asking respondents to disclose anything that could put them at risk for criminal or civil liability, or anything that could be damaging to their financial standing, employability, reputation, or well-being).

🗖 I understand that my project cannot involve subjects under the age of 18.

Name (typing name constitutes e-signature):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: LCC students requesting approval must include faculty permission either via signature on this form or separate email confirmation to the IRB chair. Requests submitted without faculty permission will not be considered.**