MCCS Research Request Checklist

Completed by _____Date:_____

Department: _____

Briefly describe the purpose of your research:

[Type text]

Please use the descriptive categories in Sections I through IV on this form to describe your research.

I. WILL YOU BE USING HUMAN SUBJECTS? ☐ NO ☐ YES

If yes, please indicate which of the following participant groups will be a focus of the research and solicited for participation (please mark all that apply):

Minors (children and adolescents under 18 years of age)

☐ COLLEGE NAME Students ☐ Non- COLLEGE NAME Minors

☐ Other, please describe:_____

Adults (persons 18 years of age and older)

☐ COLLEGE NAME Students

☐ Adults with Limited Civil Freedom (prisoners, parolees, probationers)

☐ Adults in the Community (not COLLEGE NAME students)

☐ Elected or Appointed Public Officials or Candidates for Public Office

☐ Other, please describe:_____

Research Will Focus on Specific Subject Groups

Eligibility for participation in this research will be restricted based on the following criteria:

☐ Gender or Sex ☐ Sexual Orientation

☐ Race/Ethnicity Religion ☐ Age

☐ Socioeconomic Status ☐ English as a first language

☐ Other (please describe) _____

II. DATA COLLECTION (mark all that apply)

A. Data will be collected:

☐ from existing data, documents, or records that are **publicly available**.

☐ from existing data, documents, or records that are **confidential**. Access to the documents or records is restricted and can occur by permission only.

☐ by directly or indirectly **interacting with subjects individually or in groups**.

☐ from the **observation of public behavior**.

☐ other (please explain)_____

B. Subjects will be asked to:

☐ complete an online survey or questionnaire

☐ complete a paper survey or questionnaire

☐ complete a face-to-face interview ◯ with ◯ without audiotaping/videotaping

☐ complete a telephone interview

☐ perform research tasks such as viewing pictures or listening to a presentation

☐ other (please explain)

☐ *does not apply* -- data will be collected from existing records or documents only.

☐ *does not apply* -- data will be collected through behavioral observation only.

C. Data will include:

☐ private information about each subject (i.e., age; income; health status; psychological, educational, or physical test scores; grades; biological specimens; audio, video, or photographic records; etc.).

☐ the subject's personal opinions, beliefs, perceptions, views, values, experiences, and/or behaviors.

☐ the subject's professional opinions or expertise.

F. Data will be: (mark only one)

☐ **Anonymous**. The researcher will not know who gave what answers. No identifying information will be collected. No links between subject names and research code numbers exist.

☐ **Confidential**. Research coding will allow the researcher to match subject identifiers with the data; however, the researcher will store the data securely and will not disclose any individually identifiable information collected.

☐ **Confidential**, unless the subject provides explicit written permission, on the consent form, indicating that his or her identifying information can be included in the research.

☐ **Not confidential**. Potential participants will be informed, on the consent form, that confidentiality will not be maintained.

IV. RISK ASSESSMENT

Determining risk related to research is not always an easy task. Risks can be **physical, psychological, social, economic, legal, or unknown**. The **probability** (likelihood) as well as the **magnitude** (i.e., severity, duration, and reversibility) of potential harm must be considered. When evaluating research risk, it is also important to focus on the **immediate or reasonably foreseeable risks** of the research, as separate from potential risks or benefits associated with the consequences of applying the knowledge that might be gained from the research. The potential benefits of a study do not alter the risk classification. The risk/benefit assessment only refers to the acceptability of the risk, not the level of the risk.

A commonly accepted definition of **minimal risk** is ***a level of risk no greater than that typically encountered in the daily lives of healthy individuals in the general population***. Thus, the researcher should consider (a) the likelihood of potential harm; (b) the magnitude of potential harm; (c) whether the likelihood and magnitude of potential harm are greater than those encountered in the ordinary daily life of a healthy person; (d) what research procedures are in place to minimize the probability and/or magnitude of harm to subjects; and (e) the extent to which those research procedures are adequate to diminish the risk of harm. For example, a breach of confidentiality is a serious risk, but protections such as restricted access (locked files, stand-alone computers, password protections, and Certificates of Confidentiality) reduce the absolute risk significantly and may thereby make the overall risk to the subject minimal.

Please consider the **immediate or reasonably foreseeable risks of the research** rather than the risks associated with the long-term outcome or consequences of applying the knowledge gained from the research.

Based on the nature of the research and the descriptors indicated above, I believe that this research projects poses: ◉ minimal risk ◉ more than minimal risk of harm to subjects.

V. OTHER

A. I have reviewed this research request with the following:

☐ KVCC faculty member NAME

☐ KVCC Supervisor NAME

☐ KVCC Dean NAME

☐ other NAME

B. I have participated in the Collaborative Institutional Training Initiative (CITI)

☐ No

☐ Yes

Certificate Number _____

Expiration Date _____