

**FVTC Institutional Review Board (IRB)**

**Checklist for Proposed Research Projects**

1. Is proposed project truly “research” – a systematic investigation designed to develop or contribute to generalizable knowledge (intended to be published)? (If no, other college protocol/policies/permissions may apply, such as limiting email surveys to staff and students, see Item 3).

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

2. Does the research involve obtaining information about living individuals?

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

3. Has the researcher contacted the leadership (VP, Dean, Director) of the area where staff and/or students will be the focus of the research study and received approved to conduct the proposed research?

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

4. Has the IRB of the researcher’s institution of higher learning reviewed and approved the research including protection of human subjects?

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

5. Does the research methodology address:

\_\_\_ informed consent of human subjects for non-exempt areas according to the WTCS Ethics Guidelines?

\_\_\_ protection of confidentiality for research participants to assure that individual student or staff information cannot be identified and is destroyed upon completed of the research?

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

6. Does conducting this research (collecting data, survey distribution/collection, etc) involve any commitment of time or other resources of the college and has the researcher secured approval from the current leadership of the area (s) involved?

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

7. Does the research activity interrupt the teaching/learning/working environment of the college to any extent?

**Comments:** \_\_\_\_\_  
\_\_\_\_\_