



## PROPOSAL TO CONDUCT RESEARCH APPLICATION

The following requirements for the approval of research is based upon the Code of Federal Regulations, Title 45, Public Welfare, Part 46, Protection of Human Subjects, (revised Oct 1, 1997).

The scope and interpretation of this checklist are determined by reference to that original document.

### Requirements of All Research:

- Risks to participants, where they exist, will be minimized and are reasonable in relation to anticipated benefits. (46.111a 1-2)
- Participants will be equitably chosen, especially in the case of vulnerable populations - children, persons with disabilities, the homeless, etc. (46.111a 3)
- Documentation of informed consent will be obtained from each participant or participant's legal representative. (46.111a 4-5; see Required Elements for Informed Consent below)
- Measures will be taken to monitor data collected to insure the safety and privacy of the participants. (46.111a 6-7)
- In the case of vulnerable populations, additional safeguards will be included to prevent coercion or undue influence by the researcher. (46.111a 8)

For instructions on completing this form, please refer to <https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/>

## PRINCIPAL INVESTIGATOR (PI) INFORMATION

First Name: Initial: Last Name:

BTC Faculty      BTC Student      Other:

Title (e.g. Instructor): Division/Department:

Email (BTC Email is preferred):

Address (street, city, state, zip):

Phone: Cell:

Contact Person (If different from PI):

Contact Person Phone: Contact Person Email:

Co-Investigator(s) / Instructor(s) Name(s) and Email(s):

Is this proposal the result of a classroom assignment?      Yes      No

If yes, Instructor's Name:

Faculty Advisor's Name (Required for students):

## PROJECT OVERVIEW

Research Study Title:

Expected Duration Dates for Entire Project. Anticipated Project Beginning Date: Anticipated Project Ending Date:

Research Site(s) (Check all appropriate sites): BTC Main Campus BTC Satellite Campus  
Online Other or Off BTC Campuses

If any of the investigation is to be conducted at other institutions or locations off campus, please enter each facility here:

Institution Name	Address
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## FUNDING

Name of Funding Source (include pending):

OPR Grant# / Contract / Protocol # / Pending:  
(Provide a copy of the grant application or sponsor's protocol)

## RESEARCH SCOPE

Briefly describe the purpose of your study and, in lay terms, what participants will be asked to do, and the processes and procedures for data collection. (Attach relevant instruments to application.)

Describe any potential risks or benefits (emotional, physical, social or political) to your participants and how any risks will be managed and minimized.

Provide the anticipated ages, sex (if applicable), number, and the process(es) and location(s) to be used to recruit participants.

Explain, in detail, any assistance needed from Blackhawk Technical College (including any access to information) to conduct your research.

## PROJECT LEVEL

Indicate which level of review you believe is required to approve this request.

Level 1. Exempt

Level 2. Expedited

Level 3. Full

Non-exempt

*Exempt Level, only.* (The following cannot be part of an exempt application: Minors 18 years of age and below; pregnant women; physically and mentally disadvantaged; and, prisoners.)

Indicate under what category this exempt level research falls:

Research in common educational settings, involving normal or special educational practices. (46.101b 1)

Research involving educational tests, surveys, interviews, or observation unless confidentiality cannot be maintained or disclosure places the participants at risk. (46.101b 2)

Research involving elected or appointed public officials or candidates for office, even when confidentiality cannot be maintained or disclosure places the participants at risk. (46.101b 3)

Research involving the study of existing data either publicly available or recorded by the researcher(s) in a manner that maintains confidentiality. (46.101b 4)

Institutional or organizational research designed to improve service or benefits when approved by the agency's head. (46.101b 5)

*Non-Exempt Level, only.* Complete the following:

If minors are involved, attach "Parental Informed Consent for Surveys and Interviews Involving Minors."

If risk is involved, explain how the knowledge gained and /or the benefits to the participants from the proposed research justify any risks the participants might incur.

Explain what, if any, support services will be provided in the event of harm to a participant.

## SIGNATURE

Principal Investigator Signature

Date

Keep a copy of your completed Informed Consent forms, the survey instrument and a copy of this Proposal to Conduct Research Application for your records. Submit an original set to [jtyse@blackhawk.edu](mailto:jtyse@blackhawk.edu) or by mail to:

Blackhawk Technical College; Institutional Review Board (IRB); 6004 S County Rd G; Janesville, WI 53546

Research may not commence until you receive an approved copy of your application from the Blackhawk Technical College Institutional Review Board (IRB). Any changes to your research plan must be approved by the IRB before they are incorporated into your research to ensure continued approval of the research plan.



**FOR IRB OFFICE USE ONLY**

Approved

Denied

Date:

IRB#:

This project meets the criteria for exempt research under 45 CFR 46.101(b) category(ies).

Signature of IRB Chairperson  
or IRB Designee

Date: