



Human Subjects Research Application Form

Please complete and return this form, including additional documents as needed. Follow instructions on the [Application Guidelines webpage](#)¹.

Submit the completed form and related documents by email to Grants@monroecc.edu or by interoffice or postal mail: Grants Office, MCC Downtown Campus 32-775, 321 State St., Rochester NY 14608.

For assistance, contact [Carolyn Hunt, Director, MCC Grants Office \(chunt014@monroecc.edu\)](mailto:chunt014@monroecc.edu), or [William Dixon, IRB Chair \(wdixon5@monroecc.edu\)](mailto:wdixon5@monroecc.edu).

Study Information

Study Title: _____

Date of Request: _____

Proposed Research Study Dates: _____

Location of Research Study: _____

Contact Information

Research Study Director

Name: _____

MCC Email: _____

MCC Phone #: _____

Personal Phone #: _____

MCC Mailing Address: _____

Additional Research Study Directors

Please include all contact information of any additional Research Study Directors (if applicable).

¹ MCC Application Guidelines url: <https://www.monroecc.edu/depts/grants/institutional-review-board/application-guidelines/>

Research Study Information

Study Activity Status:

New Study

Periodic Review of Continuing Study

Revision to Previously Approved Study

This research study involves Monroe Community College students.

Yes

No

This research study involves Monroe Community College Employees, MCC Association Employees, or Foundation Employees.

Yes

No

Human Subjects from the following populations will be involved in this study:

Minors

High School Students

Mentally Disabled

Prisoners

Elderly

None of the above

Total number of subjects to be studied: _____

Please be as detailed as possible when answering the following questions. Use additional sheets if needed.

Protocol

Describe your research study including purpose, experimental methods/design to be used and program activities; what measures or observations will be taken in the study? If any questionnaires, tests or other instruments are to be used include a brief description and a copy of such instrument(s).

Subjects

Who will be the research subjects? How will they be solicited or contacted? Include any recruitment letters or other recruitment materials with this document; How much time will be required of each subject? What is the involvement of subjects in the study? Use additional pages if necessary.

Voluntary Nature of Study

What steps will be taken to ensure that each subject's participation is voluntary? What, if any, inducements will be offered to the subjects for their participation?

Risks

Disclose all risk to subjects.

Confidentiality of Data

Describe the methods to be used to ensure the confidentiality of data obtained, including plans for publication, disposition or destruction of data, etc.

Consent Form

If you are using a consent form, attach a copy of the forms to be signed by the subjects and/or any statements to be read to the subject (see [Consent Form Checklist²](#)).

Signature

I certify that the protocol and method of obtaining informed consent as approved by the MCC Institutional Review Board will be followed during the period covered by this research study. Any future changes to the research study will be submitted to the IRB for review and approval prior to implementation.

Project Director: _____

Date: _____

² MCC IRB Consent Form Checklist url:

<https://www.monroec.edu/fileadmin/SiteFiles/GeneralContent/depts/grants/documents/MCC-IRB-Consent-Form-Checklist.pdf>