Expedited Protocol Summary Form

Activities That Can Receive Expedited Review

Please complete and return this form. Follow instructions on the Activities That Can Receive Expedited Review webpage[1]. Questions about whether a research activity may be exempt from human subjects review can be directed to Carolyn Hunt, Director, MCC Grants Office (Grants@monroecc.edu), or William Dixon, IRB Chair (wdixon5@monroecc.edu).

Research Project Information

Date Submitted: _____ **File Number:** _____

Title of Research Project: _____

Principal Investigator/Project Director: _____

Principal Investigator's Department: _____

Principal Investigator's MCC Email Address: _____

Principal Investigator's MCC Phone Number: _____

Co-Investigator/Student Investigator: _____

Co-Investigator's Department: _____

Co-Investigator's MCC Email Address: _____

Co-Investigator's MCC Phone Number: _____

Anticipated Funding Source: _____

Projected Duration of Research in Months: _____

Projected Starting Date: _____

Other organizations and/or agencies (if any) involved in the study:

[1] Activities That Can Receive Expedited Review url: https://www.monroecc.edu/depts/grants/institutional-review-board/expedited-protocol/

Summary

The IRB Application Form[2] should accompany this form. The application form should include the protocol with purpose, experimental methods/design 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. Describe the participants, the location(s) of the study, the procedures to be used for data collection, whether data will be confidential or anonymous, disposition of the data, who will have access to the data, precautions, confidentiality of data and consent form including consent form checklist.

Responsibilities of the Principal Investigator

- Any additions or changes in procedures in the protocol will be submitted to the IRB for written approval prior to these changes being implemented.
- Any problems or increased risk connected with the use of human subjects once the study has begun must be communicated to the IRB Chairperson.
- Please inform the IRB Chairperson when the study is finished.
- The principal investigator is responsible for retaining informed consent documents for a period of three years after the project.

Signatures

Principal Investigator Signature: _____ Date: _____

Co-Investigator Signature: _____ Date: _____
(if appropriate)

MCC Institutional Review Board Use Only

Comments from IRB Chair/Member:

IRB Committee Chair Signature: _____ Date: _____

IRB Member Signature: _____ Date: _____

IRB Chair - Check 1:

- ◯ Approved
- ◯ Approved with Conditions
- ◯ Refer to Full Committee Review

[2] IRB Application Form url: https://www.monroecc.edu/fileadmin/SiteFiles/GeneralContent/depts/grants/documents/MCC-IRB-Application-Form.pdf