

Date Submitted: _____
File Number: _____

Kankakee Community College Institutional Review Board
Expedited Application: Projects with low risk of harm to students or other human subjects

Title of Project or Brief Description of Request: _____

Name of Researcher/Student _____ phone _____ email _____

Affiliation (College/University): _____

Name (and #) of Course (if request is for a college assignment): _____

Name of Professor who Made Assignment: _____

Projected Dates: Starting _____ Ending: _____

Names of any KCC faculty or staff who have been contacted/and or in support of project: _____

Using the following as an outline, please provide the following narrative:

1. Use the following outline to describe a classroom observation project:
 - o **Project Summary:** In one page (or less), describe your project, including the purpose of your project.
 - o **Using these exact headings, using bullet formatting, please describe:**
 - a. What class do you want to observe?
 - b. Do you know the name of the professor who teaches the class you want to observe? If yes, who?
 - c. How often do you plan to observe? What dates, times?
 - d. How you will be introduced to students?
 - e. What do you plan to do during the observation?
 - f. Provide assurance that your report will not include any identifying information about individual students.
 - g. Clarify if the study is confidential or anonymous, type of data to be collected, and who will have access to the data
 - h. Attach copy of assignment from your professor, including how you will take field notes.
 - i. Describe any risks or benefits, if any, that you believe will result from your project.
 - j. Indicate if you plan to pay students for participating.
 - k. Attachments – include materials that may be useful to the IRB Committee.

Note to Student Observer:

- 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 connected with the use of human subjects once the project has begun must be communicated to the IRB Chair
- The principal investigator is responsible for retaining informed consent documents for a period of three years after the project.

Signature: _____ Date: _____

If you have questions, please contact Dr. Vicki Magee, Director of Institutional Effectiveness and Chair of the KCC Institutional Review Board, 815-802-8258, or vmagee@kcc.edu.

Signature of HSRIRB Committee Chair:			Date:
HSRRB Chair: (Check 1 Box)	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/ Conditions	<input type="checkbox"/> Not Approved
LEVEL: (Check 1 Box)	<input type="checkbox"/> 1, Exempt; Research Office Only	<input type="checkbox"/> 2, Subcommittee Review	<input type="checkbox"/> 3, Full Committee Review <input type="checkbox"/> 4, Continuation Review