**Non-Affiliated Researcher Form**

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The form below **only** applies to Non-Affiliated Principal Investigators who are **neither** affiliated with Columbia College Chicago, **nor collaborating** with Columbia College Chicago investigators and wish to recruit participants for their research from Columbia College Chicago.

The Columbia College Chicago IRB will not be conducting an IRB review of this study. **In addition, submission of this request does not guarantee permission to recruit at Columbia College Chicago.**

Applicants must have obtained IRB approval from their primary institution and submit it along with this form. This form should not be submitted if approval is pending. Please be aware that you may not use class time to conduct research activities at Columbia College Chicago.

**Non-Affiliated Principal Investigators must submit the following documents in one electronic PDF file.**

1. IRB Approval Letter from researcher's institution.
2. All research procedures and forms (i.e. recruitment flyers, consent forms, IRB Application from researcher's institution, data collection instruments, etc.).
3. Fill out and submit the [Non-Affiliated Researcher Form.](http://www.baruch.cuny.edu/hrpp/documents/Non-AffiliatedResearcherForm.docx)

These items can be emailed to the IRB Office at:

IRB@Colum.edu

Please note that permission received from Columbia College Chicago IRB Office is for permission to recruit at Columbia College Chicago **only**. If you would like to recruit from additional campuses, you must contact the IRB Offices for those campuses.

**Non-Affiliated Researcher Form – Request to Recruit Human Subjects For Research \***

**\***Please do not alter this form

|  |  |
| --- | --- |
| Name of Applicant: | Application Date: |
| Address: |
| E-mail:  |
| 1.Title Of Research Project: |
| 2.Name of University/Agency with which the Applicant is affiliated: |
| 3.Anticipated Start Date: | 3a. Anticipated End Date: |
| 4. Please provide a justification for this request to recruit at Columbia College Chicago: |
| 5. What is the general purpose of the research study? |
| 6. What are the primary questions to be addressed by the research study? |
| 7.Indicate the expected number of participants who will participate in the research: |
| 8. Indicate the expected number of participants from Columbia College Chicago: | 8a. # of anticipated students: | 8b. # of anticipated faculty/staff: |
| 9. What departments/offices will be targeted by this research study? *Please note, permission from the department head(s) must also be obtained prior to submitting this form and should be attached with this request.* |
| 10. Please explain what research activities will be conducted on campus: |
| 11. What is the expected time commitment of potential participants for this study? |
| 12. Describe the recruitment procedures in detail and attach an approved copy of the recruitment materials (flyers, recruitment scripts, brochures, etc.): |
| 13. Describe the approved consent procedures and attach a copy of the approved consent documents: |
| 14. Describe the data collection process; please be sure to specify all the procedures involved (surveys, focus groups, interviews, observations, etc.) Copies of these procedures should be attached. |
| 15. What are the anticipated risks to the potential participants in this study and how will they be minimized?  |
| 16. What are the expected benefits for the Columbia College Chicago student or faculty and to society from this research study? |

**Columbia College Chicago IRB**

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The posting of flyers by non-affiliated researchers (whether sponsored or not) is allowed. Flyers can be posted on approved bulletin boards at Columbia College in accordance with departmental and college policies and procedures