

Highline College IRB Application Form

NOTE: This is a SAMPLE form published 5/26/2026.

Contents are subject to change.

The official form must be submitted online at ir.highline.edu/irb

* Required

Before You Get Started

The Highline College IRB Application form is for researchers planning human subjects research relating to Highline students or employees.

You will be asked to provide copies of the following documents if any apply to your study:

- Consent forms used (including abbreviated or waived consent language)
- Parental consent / minor assent forms for participants under 18 - including Running Start students (including abbreviated or waived consent language)
- Copies of any survey instruments, interview scripts, focus group protocols or other data collection materials
- Copies of any recruitment materials

Note: At this time the Highline IRB has not developed required researcher training, however if you have already complied CITI training certificates, or wish to complete the free HHS training (modules 2 and 4), we will consider these to have met any future training requirement put in place.

General Project information

Provide the name as well as the intended start and end dates for the project.

1. Project Name *

2. Project Start Date *

(estimated is okay)

3. Project End Date *

(estimated is okay)

Principal Investigator

Identify the individual leading the project and their contact information.

4. Name *

5. Division / Department *

6. Phone Number

7. Email *

Please enter an email

Other Personnel

Identify any other individuals involved in the project who will be involved in the data collection or will be working with data collected as a part of the project.

8. For each additional person involved in the project list their name, department / division or course for student researchers, and their email.

Add each person on a new line such as:

Person One, Psychology, personone@highline.edu

Person Two, Student in PSYC& 100, persontwo@highline.edu

Grant Affiliation

9. Is your project grant funded? *

Yes

No

10. Provide the name and reference number of the grant that is funding your research:

Study Description

11. **Aims of the study:** Describe the purpose of the study. What specific research questions or hypotheses will be tested? *

12. **Background:** Provide a brief description of the rationale for this study based on current literature, including how it expands upon current knowledge. *

13. **Methods:** Briefly describe the research method and data collection procedures used in this study. *

14. Please provide copies of any surveys, interview or focus group protocol, or any other data collection materials from participants. *

- I will provide files following the instructions at the end of this form
- I have no data collection materials

Qualification as Human Subjects Research

15. Does your project involve human participants or data linked to specific individuals that is not publicly available? *

Yes

No

16. Do you intend to make claims about your project's generalizability outside of the specific participants you are sampling? *

(For example, drawing conclusions about all community college students based on a sample of Highline students)

Yes

No

17. Do you plan to present or publish your generalized project outside of Highline College? *

(Such as a doctoral dissertation, journal submission or a conference presentation)

Yes

No

18. Do you plan to present or publish your non-generalized project outside of Highline College? *

(Such as a doctoral dissertation, journal submission or a conference presentation)

Yes

No

19. Is your project solely for use internally at Highline for making decisions, evaluations, or improvements? *

Yes

No

Study Participants

20. **Estimated participant number.** How many participants do you think you will recruit? *

The value must be a number

21. **Study population.** Describe the study population you will recruit. Who do you expect to participate and how do you plan to recruit them into your study? *

22. **Please provide copies of all recruitment materials** (e.g., flyers, social media posts, emails, in-person or phone call scripts) *

- I will provide files following the instructions at the end of this form
- I have no recruitment materials

23. Will your study include participants under 18 years of age (including Running Start students)? *

- Yes
- No
- Maybe

24. Does the investigator(s) have authority as an instructor, supervisor/tenure committee member, or any other conflict of interest in their role over research participants? *

- Yes
- No

25. If yes, provide justification and description of precautions in place to avoid conflicts of interest and participant coercion. *

Participant Consent

26. Check the box indicating the type of consent being requested: *

- Consent form required (must be in-person, participant signature and date required)
- Waived signed consent (participant consent obtained verbally or through the Internet)
- Waived consent form (used in situations where obtaining consent would be prohibitive)
- My study will only interact with secondary data and will not use institutional data sharing agreements instead of active participant consent

27. Please upload the most recent version of your study's informed consent document (e.g. an information sheet, consent form, script for verbal consent, parental consent for minors, etc.). *

- I will provide files following the instructions at the end of this form
- I have no consent documents

Data Use and Protection

28. Data Protection (Only if collecting identifiable information)

Please describe where and how the collected data will be stored (for example, electronically or hard copy). What precautions will be taken to ensure that the data can only be accessed by authorized personnel (for example, account-based log-in protection, encryption, a locked file cabinet)? If data will be shared publicly or outside of research project personnel, what procedures will be used to deidentify the data or otherwise safeguard the confidentiality of participants?

29. How will the data collected in this study be used? Check all that apply. *

- For this study
- For possible future research
- To create a data repository or bank
- To add to an existing repository

30. If storing data for possible future use or in a repository, what information about the participant will be shared?

- Identifiable participant information
- Only de-identified participant data
- Data will not contain any participant-specific information

31. **Generative AI Use:** Are you planning to use generative AI tools in your study in any way? *

- Yes
- No

32. Explain all of the ways that AI may be used in your study (e.g., in generating study materials, analyzing data, etc). If you plan on using AI in your study, what additional measures will you take to protect potentially identifiable participant information?

*

Study Risks and Benefits

33. **Risks to Participants:** What risks beyond reasonable everyday life might participants be subject to by participating in this study? How will these risks be minimized? *

34. **Benefits to Participants:** How will this study benefit participants beyond compensation? How will this study benefit others beyond the participants? *

35. **Compensation:** Are you planning on compensating participants as part of your study? *

Yes

No

36. Please briefly describe how you intend to compensate your participants *

Supporting Document Submission

You must provide copies of the following documents if any apply to your study:

- Consent forms used (including abbreviated or waived consent language)
- Parental consent / minor assent forms for participants under 18 - including Running Start students (including abbreviated or waived consent language)
- Copies of any survey instruments, interview scripts, focus group protocols or other data collection materials
- Copies of any recruitment materials

Please label all materials clearly with the primary investigator's name and the submission date of this form. Please only send MS Word or PDF files.

There are two options for submitting documents:

- Highline employees with active user accounts may upload their documents through the link form link here:
<https://forms.office.com/r/hFS2uFG9Fa>.
- OR**
- Alternatively, anyone may email attachments to irb@highline.edu

You should choose one submission method. You do not need to do both.

37. Document Submission Choice *

Upload Link: <https://forms.office.com/r/hFS2uFG9Fa>

- I will upload files to the link provided (**Highline Employee Only**)
- I will email files to irb@highline.edu
- I have no supporting documents

Responsibilities of the Principal Investigator.

The principal investigator is responsible for ensuring that they and the other study personnel conduct the study ethically and as described in the submitted materials.

- The principal investigator must submit substantive changes in personnel, procedures, materials, or timeline for written approval prior to the changes' implementation, except as necessary to protect participants from harm.
- The principal investigator must notify the IRB chair of any unanticipated problems or adverse events related to the study in a timely manner.
- The principal investigator must maintain informed consent documents throughout the duration of the study and for a period of three years thereafter.

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

Yes.