

Instructions: Investigators who are not affiliated with Montclair but who wish to 1) recruit Montclair students, staff, or faculty for participation in social, behavioral or educational research projects or 2) request institutional data on students, staff or faculty must complete this form.

Contact Information for the individual requesting this review

Last Name:

First Name:

Title:

Role:

Email:

If you selected "Other" above please describe:

Institution Name:

Phone Number:

Information regarding this request:

Please enter the title of the proposed project:

1. Please describe your research hypothesis and purpose for this study. (Please be brief).

2. Please describe your participants (age, race, ethnicity, etc.):

3. What is the role of the Montclair Participants (e.g. what will they experience as participants that they would not experience without your project; include recruitment and data collection procedures)? Will any Montclair staff or faculty be involved in the recruitment or data collection? (Note: if you need space, please attach a separate, labeled Word document.)

4. What data will be collected about or from the participants? (Be specific and attach any surveys or questionnaires used.)

5. How will consent be obtained? (Please attach your consent forms and any relevant scripts for the consent process.)

6. Who will see the data?

7. How will the data be reported? (Presentations, publications, etc.)

If you are requesting access to student records, please complete the following:

8. Please describe your plan and time period in which the data and information will be returned or destroyed.

Submission Instructions: Complete this form, save it to your computer and e-mail along with your local IRB approval letter and documents to reviewboard@montclair.edu.

Signature Field: