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| **IRB Determination Form:**  ***Used to determine whether an activity constitutes Human Subjects Research according to federal regulations (45CFR46).*** |

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| **INSTRUCTIONS:**   1. **Faculty** should complete this form and submit it, along with any applicable attachments, to the BCC Institutional Review Board (IRB) at [irb@berkshirecc.edu](mailto:irb@berkshirecc.edu). 2. **Students** should provide the completed application to their Faculty Supervisor for review and approval. The Faculty Supervisor should submit the form, along with endorsement of the project or activity, to the IRB. 3. The IRB will send you a notice of determination or will contact you, if needed, as soon as possible. |

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| 1. **PRINCIPAL INVESTIGATOR (PI) INFORMATION:** | |
| PI Name: | Faculty Supervisor Name: |
| Department: | Department: |
| Affiliation: | Affiliation: |
| Email: | Email: |
| 1. **LOCATION:** | |
| **Please state the location where this study will take place (i.e., online, BCC classroom, etc.):** | |
| 1. **COLLABORATION:** | |
| **Please list all collaborating institutions, if any, and describe their role:** | |
| 1. **PROJECT FUNDING:** | |
| **Does external funding support this project?:**  No  Pending **\* Please identify your anticipated funding source:**  Yes **\* Please identify your funding source:**  ***\* If funded, please attach a copy of any associated grant proposal(s).*** | |
| 1. **PROJECT INFORMATION:** | |
| **Project Title:** | |
| **Project Purpose:** | |
| **Project Procedures:** | |
| **Please describe how you plan to use the study results (overall intent i.e., publication, presentation at conference(s), etc.):** | |
| **Please describe the participant population (e.g., age range, gender, ethnic background, type of participant such as student, faculty, etc.), and the approximate number of participants:** | |
| **Please describe your recruitment procedures, including consent form:** | |
| 1. **ATTACHMENTS** | |
| I have included copies of any project surveys/questionnaires, interview questions, consent form, etc. with this form; ***OR***  Attachments are Not Applicable to this project. | |

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| 1. **PI RESPONSIBILITIES AND ASSURANCES:** | |
| I certify that the information provided in this Determination Form and all attachments is complete and  accurate.  I certify that the proposed project has not yet been done, is not currently underway, and will not begin  until IRB determination and/or approval has been obtained. | |
| 1. **SIGNATURE(S):** | |
| Principal Investigator: | Date: |
| Faculty Supervisor (if applicable): | Date: |

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| ***OFFICE USE ONLY:*** | |
| **The project does NOT need IRB review.**  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Project DOES need IRB review.**  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **☐ Not Human Subjects Research (NHSR)**  Determination based on the following rationale**:**   1. The proposed project does not involve research that obtains information about living individuals [45 CFR 46.102(f)]. 2. The proposed project does not involve intervention or interaction with individuals OR does not use identifiable private information [45 CFR 46.102(f) (1), (2)]. 3. The proposed project does not meet the definition of human subject research under federal regulations [45 CFR 46.102(d)]. | **Human Subjects Research**  **Review Type: Category:**   1. Full Board \_\_\_\_\_\_\_\_ 2. Expedited \_\_\_\_\_\_\_\_ 3. Exempt \_\_\_\_\_\_\_\_ |
| **☐ Berkshire Community College (BCC) Faculty/staff/students NOT engaged in Human Subjects Research.**  Determination based on all criteria below being met:   * BCC faculty/staff/students will not be involved in a direct intervention or interaction with human subjects of research. * BCC faculty/staff/students will not obtain identifiable private information for the research. * BCC faculty/staff/students will not be involved in the consent process. * All data will either be de-identified (no-one is able to link the information back to identifiers ) OR coded (key linking participant data/specimen exists but  the key to the code will never be released to BCC Faculty/Staff). | **NOTES:** |