This form is for research that has already received approval from another IRB.

This is the appropriate form if you are:

* A non-LCSC researcher who wishes to conduct research with LCSC participants.
* An LC researcher working with colleague(s) at another institution.
* NOTE: Anticipate no action on applications beginning with dead week each semester

Projects with Outside IRB Approval

# Submit this form with signatures to the

# Lewis-Clark State College Institutional Review Board

**Email this form & materials as an attachment to** **irb@lcmail.lcsc.edu**

**Title of Project:**

**Principal Investigator(s):***I acknowledge that this represents an accurate and complete description of my research.*

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Name of Primary PI Signature of PI Date

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Additional Researchers’ Names

|  |  |  |
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Mailing Address Division

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|  |  |  |
| Telephone Number |  | E-mail address  |

**Adviser (complete if PI is a student):** I agree to provide the proper surveillance of this project to ensure that the rights and welfare of the human subjects are properly protected.

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Name of Adviser (typed) Signature of Adviser Date

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Adviser’s Address Adviser’s E-mail address Telephone

Procedures for Projects with Outside IRB Approval

**In addition to the form on page 1, please also submit:**

1. A copy of your IRB approval letter
2. A copy of your consent form.
3. A copy of your survey instrument, interview questions, or descriptions of research stimuli

On a case-by-case basis, additional information may be requested.

**Procedure for proposals having already received IRB approval from:**

1. **Another institution**
2. **A non-LCSC researcher who wishes to conduct research with LCSC participants, or**
3. **An LC researcher working with colleague(s) at another institution**

## All such requests should be submitted to and approved by our IRB before data collection.

## If access to student/college records is involved, the IRB will notify the Registrar. If necessary, the Registrar will review the project and note any potential FERPA issues stemming from the request (along with recommendations for resolving those issues).  The Registrar will forward the FERPA review and the IRB approval to the Director of Institutional Planning, Research, and Assessment.

## After the Registrar’s review, or in the absence of it, the Director of Institutional Research and Effectiveness will review the project and note any potential conflicts the proposed project might have with our own institutional research.  The Director of Institutional Research and Effectiveness will forward all recommendations and observations to the Provost.

## The Provost will grant final approval, disapproval, and/or guidance to the originator of the request. The IRB will be notified of this and generate a letter to be sent to the applicant.