

STLCC Human Subjects Research Board Research Sponsor Form

Directions: Research Sponsor

To be considered by the Human Subjects Review Board (HSRB), an internal or external research request must have an administrative sponsor. Administrative sponsors will be limited to College Administrators. This will be communicated on the HSRB internal and external website. A form with the College Administrators contact information and signature will be required to accompany the HSRB application. As with all research requests, the Vice Chancellor of Academic Affairs is the College Officer responsible for the HSRB and will be the final decision in any matters related to research requests.

The role of the sponsor is as follows:

1. Determine if the research aligns with the College's Mission, Vision, and Values. If the sponsor agrees it aligns with the College and/or adds to the knowledge of appropriate research endeavors, the sponsor communicates the next step to the principal investigator (PI). If the research is not approved at this time, the sponsor communicates the decision to the PI.
2. Inquire about the necessary College resources the research would require and determine if the requests comply with College policy and laws (e.g., access to students, use of facilities, data extraction, etc.). The sponsor should contact any department that would be affected by the requests to determine if the requests are reasonable and resources are available. If the needs are determined to be reasonable, assist the PI with securing the resource and provide a letter of support on behalf of the College (if requested). If not, communicate to the PI that the College is not able to assist with the research.
3. The sponsor refers the PI to the HSRB process and documentation posted on the public website. At this point, the PI would work with the HSRB directly to complete their application.
4. If the HSRB process has complications outside of normal expectations, the sponsor will assist by liaising with the PI and possibly the home institution of the PI (e.g., dissertation research). This may include communicating to the PI that the College is no longer able to support his/her research project.
5. Once a project passes through HSRB, the PI and the sponsor will be notified. The sponsor will be primary STLCC point of contact for the PI regarding the project.



Directions: Principal Investigator

Please review the items above so that you understand the process for obtaining permission to conduct research at STLCC. Fill out the following form and have it signed by an STLCC administrator. Return the form along with application material to the HSRB office.

Date: _____

Title of Project:

Principal Investigator(s) name(s), title(s), and institution(s):

A brief description of the project:

Timeframe for the project:

Resources requested from STLCC. Please be as detailed as possible. Include items, such as space for meetings or interviews, access to student information (be as detailed as possible with any data requests, deviations from approved list may not be fulfilled), access to staff, etc.:

Name and title of STLCC Administrator research sponsor:

Signature and date signed by research sponsor:
