UIC faculty, staff, and students who intend to conduct activities that may not represent research with human subjects as outlined in the policy [***Determination Whether an Activity Represents Human Subjects Research at UIC***](https://go.uic.edu/irb0273) may not independently determine whether the project is subject to or requires regulatory review.

|  |
| --- |
| **Date Application Completed:**  |

**I. Title of Activity:**

**II. Personnel**

1. **Principal Investigator**

|  |  |  |
| --- | --- | --- |
| Name (Last, First)      | Degree(s)      | Net ID (e.g., NetID@uic.edu)      |
| Department      | College      | University Status[ ]  Student/Fellow/Resident [ ]  Faculty/Staff |
| Phone Number      | UIC E-mail Address (other, only if no UIC E-mail)      |

1. **Faculty Sponsor** – Complete only when PI is a student, fellow, or resident

|  |  |  |
| --- | --- | --- |
| Name (Last, First) | Degree(s) | Net ID (e.g., NetID@uic.edu) |
| Department | College |
| Phone Number | UIC E-mail Address (other, only if no UIC E-mail) |

**C. Primary Contact Other Than PI –** Complete only if the primary contact person is different than the PI

|  |  |
| --- | --- |
| Name (Last, First) | Net ID (e.g., NetID@uic.edu) |
| Phone Number | UIC E-mail Address (other, only if no UIC E-mail) |

**[ ]** Principal Investigator grants this personnel access to OPRS Live for this protocol

D. List all co-investigators and key research personnel on [Appendix P](https://go.uic.edu/irb0244) and upload with this application packet.

**III. Activity Funding**

1. **Is this activity funded?**

[ ]  No – Skip to Section IV.

[ ]  Yes

[ ]  Pending

**B. Check the appropriate boxes for funding sources (including pending sources) for this activity.** If the research/activity is supported by more than one funding source, complete and submit [Appendix Z](https://go.uic.edu/irb0247) for each additional source.

[ ]  Federal Agency Name:

[ ]  Foundation Name:

[ ]  State Agency Name:

[ ]  Industry Sponsor Name:

The UIC OVCR assesses an administrative fee for the IRB review of all pharmaceutical industry sponsored human subjects research. Please refer to the [Protocol Processing Fee for Industry Sponsored IRB Submissions](https://go.uic.edu/irb0236) for an explanation of this policy and fee schedule. The account number to be charged must be provided below before IRB review commences.

**Account Number to be charged:**

[ ]  Department of Defense – Complete [Appendix Q](https://go.uic.edu/irb0960) and upload with this application packet

[ ]  Sub-contract from non-UIC agency or institution: Name:

[ ]  Other - Name:

**C. Funding Identification:**

1. Institutional Proposal (IP) Number:

2. a. Name of the PI on the grant or contract received directly from the sponsor:

b. Is the PI of this grant or contract affiliated with UIC?

[ ]  No – Identify the agency or institution with which the above PI is affiliated:

Explain the relationship between that agency or institution and UIC:

[ ]  Yes

c. Grant, contract or sub-contract title:

d. Grant, contract or sub-contract number:

**IV. Proposal Summary**

**A**. Provide a concise summary of the purpose and rationale of the activity, including the endpoints. If this is activity is intended as a Quality Improvement project, explain why you believe this project is quality improvement and not research.

**B**. Describe the proposed methods and study procedures:

**C.** Describe the role(s) of any UIC faculty, staff or students in the design and/or conduct of the proposed activity:

**D.** Data collection

1. Describe how data collection will occur and the type of information to be collected about the subjects:

2. Indicate whether data will be:

[ ]  De-Identified (i.e., not linked to individual identifiers)

[ ]  Identifiable

[ ]  Coded – Will the code will be accessible to the investigators?

[ ]  No

[ ]  Yes: How?

**V. UIC Engagement**

Note: If OPRS determines UIC is **not** engaged as part of research, UIC IRB approval is **not** required. Adjunct faculty may still refer to their UIC credentials in publications resulting from this research. Please refer to the UIC HSPP policy [Engagement of UIC in Human Subjects Research](https://go.uic.edu/irb0912) for additional information.

**A.** Will **UIC** receive direct federal funding through a grant, contract, or cooperative agreement for the research?

[ ]  No

[ ]  Yes

**B.** Will **UIC** faculty, staff, or students interact or intervene with subjects or identifiable data or specimens for research purposes by performing invasive or noninvasive procedures, including analysis, or manipulating the environment?

[ ]  No

[ ]  Yes

**C**. Will **UIC** faculty, staff, or students obtain the informed consent of subjects for the research?

[ ]  No

[ ]  Yes

**D.** Will **UIC** faculty, staff, or students obtain for research purposes identifiable private information or identifiable biological specimens **from any source** for the research, even if not directly interacting or intervening with subjects?

[ ]  No

[ ]  Yes

**Note:** If a non-UIC site is to be involved in the activity, a letter of support from the site must be uploaded with this application.  The letter of support must include:

a) the name and location of the non-UIC site,

b) a brief description of the activity (e.g., QI/QA project, access to de-identified data, etc.),

c) the name and contact information of the person who will be overseeing the activity at the non-UIC site, and

d) confirmation that the proposed activity may be conducted at the site and that local policies will be observed.