

**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.

**Request to Engage in Research with Montclair Participants**

***Contact Information for the individual requesting this review***

Title: Last Name First Name:

Role: Choose an item. 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.)

Click or tap here to enter text.

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

Click or tap here to enter text.

1. What is the role of the MSU 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 MSU staff or faculty be involved in the recruitment or data collection? (Note: If you need additional space, please attach a separate, labeled Word document.)

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

1. Who will see the data?

Click or tap here to enter text.

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

Click or tap here to enter text.

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

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

Click or tap here to enter text.

Submission Instructions: Complete this form, save it to your computer and e-mail it with your local IRB approval letter and documents to the Research Compliance Officer at [ric@montclair.edu](mailto:ric@montclair.edu) and the IRB Coordinator at [reviewboard@montclair.edu](mailto:reviewboard@montclair.edu).

Signature Field: