NOI-IRB Notice of Intent to conduct research

### Resource Development and Administration (RDA) Office: Institutional Review Board

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| **INSTRUCTIONS** |
| Please attach to the Institutional Review Board Application Form, with enough detail to explain your research.  1**. LOCATION**: Research using students/staff on an LSC campus must be approved by the *campus president*, whose *s*ignature indicates that the president of the campus will allow this research to take place on their campus, **once it has been approved by the LSC-IRB. Please complete a separate form for each campus/location.** *(See attached list for contact information.)*  **2. DATA:** If you plan to collect student data from the LSC Office of Analytics and Institutional Research (AIR), be aware that it can only be released according to regulations set forth by the Family Education Rights and Privacy Act (FERPA).  **It is the responsibility of the researcher to work with AIR to assure that the data will be available to you once you obtain IRB approval.** |
| **I. RESEARCH PROJECT INFORMATION** |

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| **PROJECT TITLE** | The Title of Your Research (capitalized appropriately) |
| **PRINCIPAL INVESTIGATOR (PI)** | Professor (First and last name) |
| **PI connection to Lone Star College System** | Professor of (Discipline) |
| **Investigator email address** | (Professor’s email address) @LoneStar.edu |
| **Institution conducting study** | Lone Star College-CyFair |
| **Faculty Sponsor (if outside institution)** |  |
| **Proposed start date** | (Propose a date at least 2-3 weeks following submission) |

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| **II. BRIEF OVERVIEW OF RESEARCH & DATA COLLECTION METHODS** |
| Provide a brief statement of the objectives for the research project. Include specifics regarding proposed data collection methods. |
| **III. RESEARCH LOCATION(S)** |
| LSC Campus(es), Satellite(s) or System Office: Lone Star College-CyFair |
| Estimated number of LSC Employees involved as subjects: Suggest an approximate number or 0 |
| Number of LSC Students involved as subjects: Suggest an approximate number or 0 |

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| **IV. SIGNATURE BLOCK** | |
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| **President** | **Date** |
| SIGNATURE OF PRINCIPAL INVESTIGATOR (Professor) |  |
| **Investigator** | **Date** |

**LSC College Presidents & contacts for processing IRB-NOI forms**

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| **LSC CAMPUS** | **PRESIDENT** | **CONTACT PERSON** | **EMAIL** | **PHONE** |
| North Harris | Dr. Gerald Napoles | Dr. Anne Albarelli, Dean of Academic Affairs | [Anne.T.Albarelli@lonestar.edu](mailto:Anne.T.Albarelli@lonestar.edu) | 281.618.5784 |
| Tomball | Dr. Lee Ann Nutt | Dr. Cynthia Casparis, Dean of Instruction | [Cynthia.A.Casparis@lonestar.edu](mailto:Cynthia.A.Casparis@lonestar.edu) | 281.351.3339 |
| Montgomery | Dr. Rebecca Riley, | Beverly Mulvey, Administrative Assistant | [Beverly.J.Mulvey@loneStar.edu](mailto:Beverly.J.Mulvey@loneStar.edu) | 936.273.7231 |
| Cy-Fair | Dr. Seelpa Keshvala | Laura Carrion,  Administrative Assistant | [Laura.J.Carrion@lonestar.edu](mailto:Laura.J.Carrion@lonestar.edu) | 281.290.3941 |
| Kingwood | Dr. Katherine Persson | Dr. Brian Shmaefsky, IRB Chairperson, Biology Professor | [Brian.R.Shmaefsky@lonestar.edu](mailto:Brian.R.Shmaefsky@lonestar.edu) | 281.312.1609 |
| University Park | Shah Ardalan | Rachael Covey, Administrative Assistant | [Rachael.L.Covey@lonestar.edu](mailto:Rachael.L.Covey@lonestar.edu) | 281.290.2999 |