**PURPOSE: This worksheet is for individuals who plan to conduct an evaluation of or gather feedback on one or more classes, courses, training sessions, other events, or similar activities.** If you are doing a different kind of project, contact the USMC Institutional Review Board (IRB) for the correct worksheet. The information on this worksheet allows the IRB to determine whether or not your project meets the definition of human subjects research established in 32CFR219. This determination must be made and documented by the IRB.

If you have questions or need assistance completing this worksheet, contact your organization’s Vice Chair or IRB point of contact. You also may contact the IRB directly:

|  |  |
| --- | --- |
| Dr. Kerry Fosher  IRB Chair  Director, Human Research Protection Program  kerry.fosher@usmcu.edu | 571-289-6448 | Ms. Yvette Bethune-Cherry  IRB Administrator  Human Research Protection Program Specialist  yvette.bethune@usmcu.edu | 703-853-6222 |

**References**

The primary reference for this worksheet is the USMC HRPP Policy and Procedures. The policy and other resources are available on the USMC HRPP website (https://www.tecom.marines.mil/Resources/USMC-Human-Research-Protection-Program/).

**Instructions**

* Enter information in the table cells associated with each item. The table cells in each section will expand to allow you to enter as much information as needed.
* If using acronyms (other than USMC and HQMC), provide the full term prior to the first use of the acronym, e.g., “Marine Corps University (MCU).”
* If you have questions about what to include, reach out to your Vice Chair or the IRB staff.

|  |  |
| --- | --- |
| **Submission Information** | |
| **Evaluation Title**: |  |
| **Person responsible for the project:** [*Include name, title, command, email address, and telephone number(s)]* |  |
| **Planned dates of the project**: [*If the project will be ongoing, such as an annual event survey, list the planned start date and that it will be ongoing, e.g., “24 Nov 2024 – ongoing [annual]”*] |  |

|  |  |
| --- | --- |
| **Project Information** | |
|  | What course(s), class(es), training session(s), or other event(s) will you be evaluating or gathering feedback on? |
|  |  |
|  | How will the evaluation/feedback instrument be administered? (e.g., paper class eval forms, a QR code linked to a survey on Qualtrics, etc.) |
|  |  |
|  | Will the results be used by anyone other than the government officials responsible for the program? (e.g., a publication in the Gazette, a conference presentation, aggregated with other information for research, etc.) If yes, please describe. |
|  |  |
|  | Will you be gathering any Personally Identifiable Information (PII)? (e.g., name, EDIPI, etc.) If yes, please describe. |
|  |  |
|  | Do you plan to use any individual-level responses in your results? (e.g., sharing entire evaluations with others, using quotations with or without names from individual feedback forms, etc.) If yes, please describe. |
|  |  |
|  | Do you plan to keep the individual responses after analysis is complete or just the aggregate results? If you plan to keep the responses, describe how you expect to use them, who will have access, and how they will be stored. |
|  |  |
|  | If information from the evaluation or feedback were accidentally disclosed, is it possible that one or more participants could be at risk of criminal or civil liability or damage to their financial standing, employability, educational advancement, or reputation? |
|  |  |
| **Project Participants** | |
|  | Who will be asked to complete the evaluation? (e.g., just attendees? supervisors of attendees?) |
|  |  |
|  | Will participation be voluntary? |
|  |  |
| **Attachments** | |
| List all attachments below. Attach copies of evaluation forms, sample interview/focus group questions, and/or other materials that may be helpful to the reviewer. For online questionnaires, attach a copy of what the respondent will see, including any introductory language and all questions. Do **NOT** just provide a link. | |
|  |  |

**Principal Investigator/Responsible Party Acknowledgement.** By submitting this document, you acknowledge that you will not recruit participants or gather information or data from/about participants until you receive a determination that the project is not human subjects research from the USMC IRB or, if the project is determined to be human subjects research, until your full protocol has been approved by the USMC IRB and, if applicable, the Institutional Official. You further acknowledge that you understand that other USMC or external reviews may be required based on the details of your submission and that the requirements and timelines for other reviews are outside the control of the USMC IRB.