

Psychology Department Human Subjects Committee (HSC) Research Proposal Cover Sheet

Check each of the following that apply to your proposal; write "N/A" in the boxes that do not apply. No research may be conducted until you receive the appropriate written approval. Proposals that do not supply the required information will be returned.

- Include a copy of this HSC checklist as the first page of each copy of your proposal.
- Indicate the kind of application you are submitting (choose only one). [See Section II of Departmental Guidelines for further information].
- Exempt from IRB review (Use form 3).
- Expedited review (Use form 4 and check box(es) under number 1 that justify expedited review).
- Regular review (Use form 5 and check box(es) under numbers 2 and 3 that apply).
- As the second page of each copy of your packet, a signed copy of the appropriate IRB application form (i.e. number 3 if you are requesting exemption, or number 4 if your study is non-exempt). If a student project, the faculty supervisor must also sign. Do not sign on the "Departmental Reviewer" line; this is for HSC use.
- IRB protocol, which is a succinct description of the goals, procedures, and methods of your study. Do not simply attach a copy of your Master's or dissertation proposal. Include a detailed discussion of the literature or potential contributions of your study only if it is necessary to justify the presence of nontrivial risks. [See Section IV.B of Departmental Guidelines for further information].
- Informed consent form(s). Note that a copy of the signature page must be given to the subject. If minors are used, an assent form must also be included. [See Section IV.C of Departmental Guidelines for further information].
- Description of how confidentiality or anonymity of data will be preserved and who will have access to data. [See Section IV.D of Departmental Guidelines for further information].
- If nontrivial risks are present, include an analysis of the hazards and a description of procedures to be used to reduce or eliminate potential hazards; list procedures (e.g., counseling) to be offered to subjects who may need them as a result of participating in the study. [See Section IV.B of Departmental Guidelines for further information].
- Copies of all questionnaires or instruments to be used. Organize each instrument into a separate Appendix that is referenced in your protocol summary document. [See Section IV.B of Departmental Guidelines for further information].
- If external permissions are required (e.g., to use copyrighted material, or consent to conduct research in a school or organizational setting), attach copies of letters of permission/consent.
- If deception is used, copies of debriefing form or procedures. [See Section IV.B for further information].
- If an undergraduate or graduate class research project, name and number of course involved: _____
_____, [See Section IV.D of Departmental Guidelines for further information].
- If you are requesting reapproval of a previously approved study, or approval of changes to a previously approved study, attach copy of IRB application/approval form for previous study and list its departmental HSC study number _____. [See Sections III.A and III.B of Departmental Guidelines for further information].
- Submit the original and one copy to Gayle Kennedy - Williams 109.