INSTRUCTIONS FOR COMPLETING THE REQUEST FOR APPROVAL OF RESEARCH INVOLVING HUMAN SUBJECTS

I. Complete the top section of the request form

Title of Research Project:
If the research project involves several components that will be reviewed separately, please distinguish among the parts by giving them subtitles, e.g., Phase I, Study 1, or Qualitative Interviews.

II. On additional pages, describe the study and protection of human subjects using the following format:

Procedures:
Explain the purpose and design of the research.
Describe the participants (who and how many) and how they will be recruited or selected.
Indicate the site where the research will be conducted.
Describe in detail all the procedures to be followed for the study, i.e., exactly what the participants will be asked to do, how long their participation will take, any incentives they will receive.
Include a copy of all materials that will be part of the study, i.e., questionnaires, interview protocols, stimulus materials, dependent measures, instructions.
Describe any debriefing process.

Informed Consent:
Describe the instructions given to participants, indicating how the eight basic elements of informed consent will be provided. (See Guidelines for eight elements of informed consent.)
Submit a copy of the letter of consent or consent forms if one will be used.
If children are involved as participants (i.e., under 19 years of age), you must include provisions both for parental consent and assent by the child.

Risks and Benefits:
Identify the potential risks, describe precautions to minimize risks, identify potential benefits (specific benefits to the participants, as well as general benefits of conducting the research), and evaluate the risk/benefit ratio.