

Application for Student Human Subjects Research Project

Date: _____

Student name: _____

Email address: _____

Faculty advisor name: _____

Email address: _____

Title of project: _____

Note well: When you have completed this application, your advisor **MUST** read it through before you send it to Rose Maio <rmaio1>. Mrs. Maio will forward all applications to the Departmental Review Committee (DRC). Once the DRC has approved the final version (there will likely be requests for some changes that you make over email), a member of that committee will simultaneously send the approval email to you, your advisor, and Rose Maio, a copy of which she will print and keep for our records. If you are applying for summer research funds, a copy of the approval email will also be sent to the coordinator of summer research, and to the IRB staff member on campus. You may not proceed with your research until you receive this approval.

In order to receive final approval for your work with human subjects either through the department or the college, you must also submit your completed CITI training certificate. If you are unsure as to whether your research qualifies as work with human subjects, discuss this with your advisor before completing the CITI training. CITI stands for CITI - Collaborative Institutional Training Initiative and is required of all human subjects researchers affiliated with the College. See the link <<https://www.citiprogram.org>>

I. Project Description

A: Describe the proposed research and its specific scientific or scholarly aims of the research project.

B: Summarize existing research and previous work that support the expectation of obtaining useful results without undue risk to the human participants.

C: Research Methods and Activities: Describe and identify all interactions and interventions with human subjects that are to be performed. Include where the research will take place and time required from each subject/participant.

D: Describe the process for selecting participants in the study. Attach all recruitment materials to this application.

II. Description of Data

A: What type of data (interviews, surveys, audio recordings, etc.) will be collected?

B: Will any identifiable data or coded data (e.g., data with participant ID numbers) where a master list (linking ID numbers to participants names/identities) to the codes exists, be stored for future use or entered into an existing database as a result of the research?

C: Will you collect data electronically?

D: In what format (paper, electronic, audio tape, etc.) will research data be maintained?

E: Where will the data be stored (notebook, filing cabinet, computer, etc.)? Specify the level of security of the storage place (locked, password protected, etc.).

F: Will anyone other than you have access to the data? If so, who, and how will the data be shared?

G: What will happen to any identifiable data at the end of the study? (Identifiable data MUST be destroyed or de-identified prior to graduation or otherwise leaving Swarthmore.)

III. Informed Consent

A: What kind of informed consent (written, oral, etc.) will you obtain from the subjects? You MUST attach copies of all consent documents or scripts.

B: Explain the process that you will use for obtaining informed consent.

C: Explain how coercion or undue influence will be minimized when obtaining consent.

IV. Risks and Benefits

A: List the potential benefits associated with this study.

B: Describe all reasonably expected risks, harms, and/or discomforts that may apply to the research. Discuss severity and likelihood of occurrence including but not limited to data collection, data storage, maintaining confidentiality and privacy, informed consent process, recruitment processes, study processes, etc.

C: Describe how potential risk, harms, and/or discomforts will be minimized.

D: Discuss how risks to participants are reasonable when compared to the anticipated benefits to the participants and the importance of knowledge that may reasonably be expected to result.

V. Appendix

A: Please include scripts for interviews here.

B: Consent Forms

Below is an example of a written or oral set of questions consenting to participate. Make sure to adjust this sample to the specifics of your project.

Informed Consent

You are invited to participate in a research study about ... The goal of this research study is to understand how everyday life of people who participate in

This study is being conducted by, an undergraduate student in the Department of Sociology and Anthropology at Swarthmore College in the United States. It will be the core of my senior thesis, which is a requirement for my major.

There is one qualification to participate in this study (for example): You must be at least 18 years old.

Participation in this study is voluntary. If you agree to participate in this study, you would be letting the researcher observe and participate You may choose not to answer any questions, and you may discontinue participation at any time.

The interview should take about one hour.

I do not anticipate any risks or benefits as a result of this study, but it is helping me to complete my work in college.

The information you will share with me if you participate in this study will be kept confidential. Your information will be assigned a code number that is unique to this study. ... No one will be able to see your interview or my observations of your activities

If you have any questions about this study, please contact me at the following email address or the Chair of my department at university.... Professor Willie-LeBreton, Sociology and Anthropology, Swarthmore College, Swarthmore PA, USA <swillie1@swarthmore.edu>.

By signing below, you are certifying that you are at least 18 years old and agree to be interviewed.

Signature _____

Date _____

Agreement to be Audio-Recorded:

I would like to record this interview. I will store the recording in a password-protected file on my computer (or phone) and will destroy the file when my research is complete. If you do not agree to be recorded, I will simply write notes. By signing below, you are agreeing to have the interview audio-recorded.

Signature _____

Date _____

Updated 9/4/14