**Department Review Application for Student Human Subjects Research Project**

**Date:**

**Student name:**

**Email address:**

**Faculty advisor name:**

**Faculty advisor email address:  
Faculty advisor’s approving signature:**

**Title of project:**

**Before you submit this application, your advisor MUST read it through and sign it indicating their approval.** Once your advisor has signed off, send it as a word document,with the naming convention, **Last,First\_DRC application,** to Stacey Hogge, [socanth@swarthmore.edu](mailto:socanth@swarthmore.edu). Mrs. Hogge 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 an approval email to you, your advisor, and Mrs. Hogge; a copy of which will be kept for our records. You may not proceed with your research until you receive this approval.

If you are applying for summer research funds, a copy of the approval email will also be sent to the coordinator of summer research.

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](https://www.swarthmore.edu/institutional-review-board/citi-training) and is required of all human subject researchers affiliated with the College.

**I. Project Description**

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

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

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*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.*

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

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**II. Description of Data**

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

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*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?*

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*C: Will you collect data electronically?*

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

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*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.).*

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

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*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.)*

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**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.*

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

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

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**IV. Risks and Benefits**

*A: List the potential benefits associated with this study.*

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*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.*

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

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*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.*

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**V. Appendix**

*A: Please include scripts for interviews here.*

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*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.*

**Title of Research Project**

**Informed Consent**

**[Researchers: This example of informed consent can also be used in situations when research participants will not be providing a signature to denote their consent. In this case, researchers provide the participants with written study information and give them a copy.]**

**You are invited to participate in a research study** about … The goal of this research study is to ... [please provide a quick and clear summary, and avoid scholarly jargon or too much leading information]

This study is being conducted by [name of investigator], 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 are\_\_\_\_ qualification to participate in this study (for example):** (1) You must be at least 18 years old; (2) \_\_\_\_\_ [and continue as needed].

**Participation in this study is voluntary**. If you agree to participate in this study, you would be interviewed for about [*length of time*]. You may choose not to answer any questions, and you may discontinue participation at any time.

**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.**

[*Here, students should clearly explain any and all expected risks to participants of participation in the research in ways that help participants understand the risks. Consider both the risks of the interview process (is there a chance that subjects might find questions upsetting?) and the risks pertaining to data storage. Students should then clarify ways they will minimize risks, if applicable. Please fill in the details based upon your responses to the questions in section IV. An example of language pertaining to data storage is below:]*

**[The information you will share with me if you participate in this study will be kept anonymous.** Your information will be assigned a code number that is unique to this study. The list connecting your name to this number will be stored in [explain data protection measures, such as a locked file on Google Drive or a password-protected and encrypted file on your computer] and only I will be able to see the list or your interview. No one else will be able to see your interview or even know whether you participated in this study. When the study is completed 6 and the data have been analyzed, the list linking participant’s names to study numbers will be destroyed. Your name will not be used in any writing that results from this project.]

If you participate in the study, you will receive \_\_\_ for your time [*if applicable. Note that if you choose to reimburse subjects for their participation you need to explain how undue influence/coercion would be minimized in III.C.*].

**The information you will share with me will be kept anonymous**. Your information will be assigned a code number that is unique to this study. The list connecting your name to this number will be kept in a locked file [specify where] and only I will be able to see the list or your interview. When the study is completed and the data have been analyzed, the list linking participant’s names to study numbers will be destroyed. Your name will not be used in any writing that results from this project.

**If you have any questions about this study or your rights as a research participant, please contact** [name of PI, phone number and email address] or the Chair of my department:

Professor [Insert name]

Department of Sociology and Anthropology

500 College Avenue Swarthmore College

Swarthmore PA, 19081 USA

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_