

HUMAN SUBJECTS RESEARCH APPLICATION

Anyone conducting research at the College that involves participation of students, faculty or staff as the subjects of research must apply in advance for Human Subjects review. Research is defined as a systematic investigation designed to develop or contribute to generalizable knowledge.

Completed forms, or questions about the Human Subjects review process should be directed to:

Dr. Jennifer Branstad, Executive Director of Institutional Effectiveness
Phone: (206) 934-5454 Email: Jennifer.Branstad@seattlecolleges.edu

Principal Investigator*:		Department/Division:
Co-investigator*:		Department/Division:
Email:		Phone:
Project Title:		
Project Duration	Start Date:	End Date:
Source of Funding:		

*The principal investigator of a project must be a faculty or staff member. If a student is part of the project team, he/she should be listed as a co-investigator.

REQUIRED INFORMATION

Below is an overview of the required information needed by the Human Subjects Review Committee. Use the following pages to respond to these requirements. Complete the application before signing the INVESTIGATORS ASSURANCE section.

- A. Brief description of the project:
- B. Specific procedures to be followed - Please describe the project in enough detail so that the committee will be able to evaluate the risks involved. Try to anticipate any future changes and include them; by doing this, you may avoid the need to re-apply later. This must be a separate statement. A reference to a previous application, to a proposal, or to the brief description above will not satisfy this requirement.
- C. Research Participants
- D. Additional Materials – Please attach a copy of all materials you will use. The informed consent must describe in detail any possible risks to the subject, and must state that the subject may withdraw at any time from the project without penalty.

INVESTIGATORS ASSURANCE

I acknowledge responsibility for this project. I assure that I will obtain committee approval prior to implementing any significant changes in the protocol. I assure that all faculty, staff, and students involved in the project are presently qualified or will be trained to conduct the project in a humane and scientific manner. I assure that the activities do not unnecessarily duplicate previous experiments/teaching demonstrations.

Principle Investigator’s Signature

Date



HUMAN SUBJECTS RESEARCH APPLICATION

Please answer the following questions. If more space is needed, attach additional sheets.

- A. Brief description of the project:
- B. Specific procedures to be followed:
- C. Research Participants:
 - 1) Number of students or research subjects to be used in the study:
 - 2) Age range of students or research subjects to be used in the study:
Under 18* yes no **18 or above** yes no
*requires parental/guardian consent
 - 3) How will students or research subjects be informed about this research and their participation in it? State how these students' or subjects' participation will be on a voluntary basis.
 - 4) Will these students or research subjects participate in any activities that may be potentially stressful or harmful? Yes No
 - a. If yes, fully describe the nature of the risk or stress.
 - b. If yes, what specific steps will be taken to minimize and monitor this risk or stress?
 - 5) What steps are being taken to keep student or research subject information confidential and/or anonymous?
 - 6) What steps will be taken to prevent irresponsible or unauthorized use of the data and findings?
- D. Additional Materials – Please attach a copy of the informed consent and any additional materials you will use. The informed consent must describe in detail any possible risks to the subject, and must state that the subject may withdraw at any time from the project without penalty.