

SCC Application for Human Subjects Research

Research may not commence until you receive an approved copy of your application from SCC's Director of Institutional Research. Any changes to your plan must be approved by the Director before they are incorporated into your research to ensure continued approval of the research plan. Please keep a copy of this application, research plan, consent letters and all other research materials for your records. Submit the application and research plan to Pamela Barnes, pamelab@shawnecc.edu.

Date: _____

Investigator name: _____ check one: Faculty ____ Admin ____ Staff ____

Program/Division: _____ Campus Address: _____

Campus Telephone: _____ E-mail: _____

Project Title: _____ Is this project a result of a classroom assignment?

Funding source, if applicable: _____ Yes ____ No ____

Research Plan: Submit an electronic copy of your plan following these guidelines to the Director of IR.

- I. **Include an abstract describing the project and its purpose.** (state the purpose, the research method and design (survey type: by mail, online, phone; interviews etc.) Describe the data that will be collected.
- II. **Description of the protocol.** (What is the research question or hypothesis? Who will be the research subjects? How will they be identified and selected? For all but non-participant observations, how will they be contacted? How many subjects? How much time will be required of each subject? On what dates will data collection take place? What are the experimental procedures? How will the data be analyzed and the outcome evaluated?
- III. **Description of risks and precautions:** Describe potential risks to participants. What steps will you take to ensure participant participation and confidentiality? What, if any, incentives will be offered for participating? How will your procedures minimize risk to participants?
- IV. **Benefits.** Describe potential benefits to study participants and/or society.

You will be notified of the decision regarding your proposed research in an email from the Director of IR. Your proposal may be approved, under further review, or denied. You may not begin the project until you receive approval. Upon approval, modify the consent letter as necessary and have all participants sign off.

SCC Informed Consent Letter with Signature Required

(template)

Dear SCC student:

Thank you for agreeing to participate in this (insert survey, interview, focus group etc.). This information will (insert reason/purpose of the survey) and your participation is an important part of this process. Please be advised that participation in this survey is strictly voluntary on your part and will have no effect on your course grade.

Your individual responses in this (survey/interview/focus group) are confidential and will not be connected with you as an individual in any reporting of this data.

If you have any questions about this survey, or to learn more about the study in general, you may contact (insert contact information).

Please sign and date below indicating your agreement to participate in the project.

Thanks,

Signature: _____ Date: _____