

**Hampden-Sydney College
Human Research Review Committee**

**Request for Approval of Human Research Project
(Please type)**

Title of Research Project:

Investigator(s):

email:

phone:

Printed Name and Signature of Faculty Supervisor:

Answer questions in spaces below and/or provide numbered answers on separate sheets.

1. Briefly describe the purpose of this study:

2. Participants: Describe the number and type of participants, the source from which they will be recruited, the method of recruitment. [Those under age 18, except college students, require written parent permission. **ATTACH A COPY OF YOUR PARENT PERMISSION LETTER, if appropriate**].

Amount of time needed per participant:

**3. Describe the procedure (what participants will be asked to do) in detail:
[ATTACH COPIES OR DESCRIPTIONS OF MEASURES]**

4. If the research requires any deception, provide explicit justification:

5. Risk to participants: Given the fact that in any study it is possible for participants to experience some degree of discomfort, anxiety, concern about failure, etc., what will you do to minimize the possibility that this will occur, and how will you deal with it if it does occur?

**6. How will you obtain informed consent?
[Describe procedure, and attach copies of forms or letters]**

**7. How will you debrief participants?
[Describe procedure, and attach copies of debriefing letter; if the research involves any deception, specifically explain appropriate debriefing procedures]**

8. Participants' rights:

A: How will privacy be guaranteed? [Please include a description of how the data will be handled and stored to insure privacy]

B: How will participants' right to terminate or refuse participation be guaranteed?

CHECKLIST

- _____ Attach copies of measures.
- _____ Attach copies of informed consent, debriefing, parent permission letters.
- _____ Make sure ALL researchers sign "Acknowledgment of Ethical Concerns" statement.
- _____ **One** copy of this proposal and all attached documents to Robert T. Herdegen III, Chair, Human Research Review Committee.

Acknowledgment of Ethical Concerns for Student Researchers or Participant Observers*

In undertaking this research project, I commit myself to the following standards:

- Each student who is involved in conducting research is responsible for compliance with the American Psychological Association's ethical code of conduct for research and/or the American Sociological and American Anthropological Associations ethical guides to researchers. Since the research supervisor (faculty member) is ultimately responsible for meeting guidelines, the student is required to inform the faculty supervisor promptly of any potential ethical concerns or violations.
- Ethical practice requires the student researcher to inform each participant of all features of the research that might influence willingness to participate and to explain all other aspects of the research about which the participant inquires.
- Ethical research practice requires the student researcher to respect each participant's freedom to decline to participate in research or discontinue participation at any time for any reason without penalty.
- Ethically acceptable research begins with the establishment of a clear and fair agreement between the student researcher and research participant that clarifies the expectations of each. The student researcher has the obligation to honor all promises and commitments included in that agreement.
- The ethical student researcher protects participants from physical and mental discomfort, harm, and danger. All risk to the participant must be minimized and explained to the participant before she/he agrees to participate.
- After the data are collected, the student researcher must provide the participant with an explanation of the study (debriefing) and remove any misconceptions that may have arisen.
- Where research procedures may have undesirable effects on participants, the student researcher in collaboration with the faculty advisor must remove or correct these effects, including any longterm aftereffects.
- All information obtained about participants is confidential. When the possibility exists that others may obtain this information, ethical research requires you to inform participants of this before they give their consent to participate, and that you give an explanation of what steps are being taken to protect confidentiality. All data must be handled, stored, and discarded in a manner that insures the confidentiality of each participant.

Name(s) of student researchers: _____

Signature(s): _____

Date: _____

Hampden-Sydney College

RESEARCH CONSENT FORM

Title of Study and Investigator(s):

The following informed consent is required for any person involved in research study. This study has been approved by the Human Research Review Committee at Hampden-Sydney College.

I understand that:

1. My participation is voluntary.
2. I may withdraw my consent and discontinue participation in this study (or any portion thereof) at any time without bearing any negative consequences. I will receive full credit for participation regardless of how much of the experiment I complete.
3. You have given me an explanation of the procedures to be followed in the project, and answered any inquiries that I may have.
4. All of the information from this study will be strictly confidential. No names will be associated with the data in any way. Providing my address to receive a report of this research upon its completion will also not compromise the anonymity of the data. I understand that the data will be stored in locked offices and will be accessible only to members of the researching group.
5. The results of this study will be made part of a final research report and may be used in papers submitted for publication or presented at professional conferences, but under no circumstances will my name or other identifying characteristics be included.

I have reviewed the procedures to be followed and hereby give my consent to participate in this research. I also agree not to discuss the purposes and procedures of this study with anyone in order that the integrity of this research is not compromised.

Signature _____

Print Name _____

Date _____

Please send me a report on the group results of this research project upon its completion:

YES NO

Address to which the report should be sent: _____
