**How to Submit Proposals to the Human and**

**Non-Human Animal Subjects Research Committee**

Submissions to the Human and Non-Human Animal Subjects Research Committee must include the following documents.

1. A ***Submission Form*** that contains general information on the project. There are separate forms for [faculty/staff](http://www.sckans.edu/file/3117) members, [graduate researchers](http://www.sckans.edu/file/3118), and [undergraduate researchers](http://www.sckans.edu/file/3119). Faculty and staff can submit proposals directly to the committee chair, while undergraduate and graduate researchers will submit all documents to the faculty member that is supervising the research who will then forward the information to the committee.
2. A [***Participant Information***](http://www.sckans.edu/file/3120) form that describes the types of subjects in the study.
3. A copy of the ***Consent to Participate*** form that will be given to potential participants. When minors are involved there is a separate ***Consent to Participate*** form that must be signed by a parent or legal guardian. There are sample consent forms for [adults](http://www.sckans.edu/file/3121) and [minors](http://www.sckans.edu/file/3122) that can be used as starting points or you may use your own that conveys the same information. Only submit the form you will be using for committee review.
4. A copy of the ***Debriefing Statement*** that will be given to or read to participants upon conclusion of the study. When minors are involved there is a separate ***Debriefing Statement*** form that goes to the parent or legal guardian. There are sample debriefing statements for [adults](http://www.sckans.edu/file/5572) and [minors](http://www.sckans.edu/file/5571) that can be used as starting points or you can use your own that conveys the same information. Note that the adult Debriefing Statement can be read to the participants as a way to minimize the chances of the goals becoming shared.
5. Copies of the materials that will be used in the study. This may include questionnaires for participants, pictures used in the study, or descriptions of other materials.

The explanations below describe the terminology and purpose of the forms required for submission. Other than signatures and signature dates, all information provided must be typed/printed. If further clarification is needed, please contact the committee chair.

**SUBMISSION FORM**

**Primary Investigator**: The full name of person responsible for designing and conducting the research.

**Telephone**: The telephone number of the Primary Investigator.

**E-mail Address**: The e-mail address of the Primary Investigator.

**Department**: The department under which the research will be conducted (e.g., Biology, Education, Nursing, Psychology, etc.).

**Faculty Mentor/Instructor**: The full name of the faculty member who will sponsor the research.

**Project Title**: This is the working title of the research. The wording of the final research title may change after approval by the committee but should not indicate a significant change in purpose of the research.

**Funding Agency**: If the research is being funded by a grant or by any agency or institution other than Southwestern College, include the name of that agency or institution.

**Project Overview**: Describe the main purpose of the research in a few brief (but complete) sentences.

**Projected Data Collection Dates**: This is the date (month, day, and year) on which you intend to begin collecting data. ***Note***: You cannot proceed until you get approval from the Human and Non-Human Animal Subjects Research Committee. The committee cannot guarantee a specific time frame for evaluating proposals. Do not count on approval being automatic.

**Research Assistant(s)**: The full names of the person(s) assisting with the research, including any person (other than the Primary Investigator) who will have contact with participants. A telephone number for each assistant is required.

**Signatures and Dates**: The signature and date signed of both the Primary Investigator and the Faculty Mentor/Instructor are required. For electronic submissions typed names are acceptable.

**PARTICIPANT INFORMATION FORM**

**Description of Intended Participants**: Provide a general description of your participants. For example, “*Participants will be male and female fifth-grade students at Irving Elementary School in Winfield, Kansas*.”

**Minor Participants**: This requires a “yes” or “no” response. Be aware that minors require a *Consent to Participate* form that must be signed by a parent or legal guardian. You must also obtain consent from each participant’s parent or guardian for adult participants that are developmentally, mentally, or physically challenged. You must also obtain consent if your intended participants are incarcerated prisoners or parolees.

**Participant Selection/Recruitment**: Briefly describe how you will obtain your participants. For example, “*Announcements regarding the opportunity to participate in research will be made during selected classes on the Southwestern College campus*”.

**Participant Confidentiality**: Briefly describe how you will protect the confidentiality of the information provided by the participants. For example, “Participants’ names and other identifying information will not be associated with the data provided. Information provided on all surveys and questionnaires will be anonymous.”

**Participant Compensation**: This requires a “yes” or “no” response. If your participants will be compensated in some way for their time and effort, describe the nature of the compensation. For example, “*Participants will be offered one extra-credit point in selected courses*” or “*Each participant will receive a certificate redeemable for one cup of coffee at College Hill Coffee*.”

**Information Requested**: Briefly describe the type of information you will be requesting from the participants. For example, “*Three questionnaires will be used: The Attitudes Toward Affirmative Action Scale, Ratings of Job Applicants and Hiring Decisions, and Demographic Survey*.” Another example is, “*Participants will be asked to rate the level of attractiveness of individuals represented in black and white photographs. Participants will also be asked to provide demographic information*.”

**Procedure Description**: Describe the data collection process. For example, “*Participants will be presented with black and white photographs of faces displayed on a laptop computer monitor. Each stimulus will be displayed for three seconds followed by a three-second masking stimulus slide between photographs. During the masking periods, participants will rate the level of attractiveness of the person previously displayed on a scale of 1 (least attractive) to 5 (most attractive). Following the stimulus task, each participant will complete a brief demographic survey.*”

**Physical Contact**: This requires a “yes” or “no” response. If yes, provide the rationale and detailed description of the required contact. For example, “*Since, the study requires pre-test and post-test body measurements, the Primary Investigator or Research Assistant must have brief physical contact with the participant while using a tape measure to obtain the data*.”

**Electrical, Mechanical or Other Devices**: This requires a “yes” or “no” response. If yes, provide a detailed description of the device(s) and how you will protect the participant from any harm that may be caused by the procedure itself or by potential malfunction.

**Use of** **Deception**: This requires a “yes” or “no” response. If participants will be misled regarding the purpose of the research project or by any procedures involved, you must provide a rationale for the deception. Following the procedure, complete disclosure of the deception (including the rationale) must be made available to the participants by both an oral debriefing and a written *Debriefing Statement*.

**CONSENT FORM**

Before the research procedure begins, each participant must read, sign and date a *Consent to Participate* form that conforms to the format and contains all elements of the attached example. The signed and dated forms are then collected and placed in a sealed envelope so that they may not be re-associated with completed research materials intended to be anonymous. As noted above there is a separate *Consent to Participate* form for minors that must be signed by a parent or legal guardian.

**DEBRIEFING STATEMENT**

Following the research procedure, each participant must be provided with a verbal or written *Debriefing* *Statement* that contains a brief description of the purpose of the study as well as the name and contact information of the Primary Investigator. See the [example](http://www.sckans.edu/file/5572) posted online. If deception is used during the procedure, both an oral and written debriefing must be provided to the participants.

When minors are participating as subjects there is a [separate debriefing form](http://www.sckans.edu/file/5571) that is sent to the parent or legal guardian.