



Tips for Students Preparing a Human Subjects Review Application

Below is a list of tips that will help you prepare a thorough Human Subjects Review Application. Following these tips will reduce the likelihood that your application will be sent back to you for changes.

ANY student research requires that a HSR application is filled out and submitted to your faculty sponsor. Your faculty sponsor will determine if that HSR application needs Human Subjects Review Board Approval.

1. Choose an appropriate title that describes the main point of your research. Don't generate a silly or catchy title. This application is serious and serves as a "contract" that determines what you are doing, and what the University has approved.

If you are submitting more than one application, use different titles.

2. Ensure that your start and end dates are appropriate. Remember that it takes up to three weeks to review your application. Plan accordingly and make your start date is AT LEAST three weeks after your submission date.
3. ALL members of your research team should be listed at Principal Investigators on the application.
4. CITI Training Certificates for ALL Principal Investigators MUST be attached to the application.
5. Your faculty advisors signature MUST be on the application. They must DATE the application, as well.
6. If you are doing research in a library, in a school, in a community organization, you MUST include a letter from the person who oversees that area giving you permission to do your research there.

For example, if you are distributing surveys in Reed Library, you should include permission from the Director of the Library to proceed. If you are distributing a survey at the Friendly Kitchen, you will need permission from Chautauqua Rural Ministries. **You cannot assume that you'll be able to conduct your interviews or distribute surveys without permission.**

7. Follow the instructions in Part II VERY CLOSELY and ensure that you are answering every part of every section.

8. Pay close attention to Part II #5 of the application.

If you are teaching in a classroom, you cannot be the person recruiting students into your study. As the authority figure in the classroom, students may feel coerced to participate (even though you tell them it's voluntary). Identify someone who will recruit those subjects for you (a secretary, for example). Include the SCRIPT of what the person recruiting the subjects will say. Be sure the language they use is appropriate for the age of your subjects.

9. Ensure that your Consent Forms include ALL the components (a-i) listed in Part II #5. Please note that you MUST actually have a statement indicating that participation is VOLUNTARY. The Human Subjects Administrator reviewing your application should be able to clearly identify each of those components (a-i) in your consent forms.

If you are using children in your study, remember you will need BOTH parental consent as well as child assent.

10. If you are using college students as subjects, you will want to include only those students who are 18 years and older, otherwise you will need parental consent (and there are 17 year old college students!). To ensure you are only using 18 year olds, you can use a check box on your consent form, having students check to verify that they are at least 18 years of age.

11. Ensure that the following contact names are listed on your consent forms: names and contact information for all Principal Investigators, your Faculty Advisor and the Human Subjects Administrator (Judith Horowitz, Associate Provost, horowitz@fredonia.edu).

12. If you are asking a demographic question about gender, the appropriate language is Male, Female, Self-Identify. These should be check boxes only.