

**The College of Wooster Human Subjects Research Review Application**

As part of the goal of protecting humans who participate in research conducted at The College of Wooster faculty, staff, and students both on and off campus, The College of Wooster complies with federal policy for the protection of human subjects (Department of Health and Human Services Policy for Protection of Human Research Subjects). This form is used by The College of Wooster's Human Subjects Research Committee to assure compliance with federal guidelines and, more generally, to assure that participants in research are treated ethically.

Before you complete this form you are to read carefully The College of Wooster's Policy on Protection of Human Subjects, to be found on the committee website: [www.wooster.edu/academics/hsrc](http://www.wooster.edu/academics/hsrc)

**The following form must be completed before conducting any research with human subjects. In addition, no research may be conducted until an application has been approved by the HSRC.** Please complete the form completely, accurately, and clearly. You may type your responses to most items directly on this form. Occasionally you are asked to attach additional pages.

Return the completed form to the area reviewer for your department or program. The area reviewers are listed at this website: [www.wooster.edu/academics/hsrc](http://www.wooster.edu/academics/hsrc)

If you think your research may fit in the category of Exempt from Review, please use the HSRC Exempt Review Form.

The HSRC will make every attempt to provide you with information on the status of your application within two weeks of submission.

---

Researcher's Name:

Researcher's email and campus addresses:

Adviser's Name (if primary researcher is a student):

Department or Program:

College of Wooster \_\_\_ Faculty \_\_\_ Staff \_\_\_ Student \_\_\_ Other, please describe:

Current Date:

Proposed Starting Date of Research:

Proposed Completion Date of Research:

Title of Research Project:

Abstract: Please provide, in terms the average person can understand, a concise summary (150 words or less) of the proposed research.

---

**Research Subjects**

Expected number of subjects: \_\_\_\_\_

Age range of subjects (please indicate if age is in years or months): \_\_\_\_\_

Population to be studied (e.g., College of Wooster sophomores, children at The College of Wooster Nursery School, voting age citizens walking on the sidewalk in downtown Wooster, etc.):

How will potential subjects initially be contacted? (Please attach copies of ads, recruitment forms, etc.):

Please state how the subject's confidentiality will be protected:

What direct or indirect benefit to the research subjects may result from this study?

Is any deception involved in your research? If so, please explain and justify the deception:

**Written consent document.**

**If you do not plan to use a consent form, please attach an explanation and justification.**

The written consent document should be typed on a separate page and attached to this application. It should be simply written so that it can be easily understood by the average person. Do not use technical jargon or abbreviations. The following basic elements must be included.

1. A statement that the study involves research, and explanation of the purposes of the research, the expected duration of the subject's involvement in the research, a description of the procedures to be followed, and identification of any procedures that are experimental.
2. A description of any reasonably foreseeable risks or discomforts to the subject.
3. A description of any benefits that may reasonably be expected from the research.
4. A statement describing the extent to which confidentiality of records identifying the subject will be maintained.
5. A statement that participation is voluntary, that the subject may refuse to participate, and that either the subject or the researchers may discontinue the study at any time with no adverse consequences.
6. A statement advising subjects that if they have any questions about the research, or their rights, they may contact you. Your name and telephone number must be included, as well as the name and email contact of your adviser if you are a student..
7. Signature lines should be included for the subject, the subject's parent or guardian if the subject is under 18 years of age or otherwise incompetent, and a line for the date.

---

**Research protocol.**

Briefly describe the background information of your study, the specific aims of your research, the data analysis procedures, the location where the research will be conducted, and with whom the data and/or conclusions will be shared. **Describe the research methods and procedures you will employ in detail.** Please attach copies of questionnaires, tests, etc.). You may attach separate sheets if you prefer.

---

**Funding support for the study** (check one of the statements below):

This research is unfunded and will be conducted even if there are no funds.

Funding is pending, but the research will be conducted even if the funding is not approved.  
Identify the potential funding source

Funding is pending and the project will not begin until funds are available. Identify the potential funding source

The research is funded. State the funding source

**Questions to determine the category of review.**

Part A

1. Does the research involve as subjects prisoners, fetuses, pregnant women, the seriously ill, or mentally or cognitively compromised adults?  
  
 Yes       No
  
2. Does the research involve the collection or recording of behavior which, if known outside the research, could reasonably place subjects at risk of criminal or civil liability or be damaging to the subject's financial standing, employability, or reputation?  
  
 Yes       No
  
3. Does the research involve the collection of information regarding sensitive aspects of subjects' behavior (e.g., drug or alcohol use, illegal conduct, sexual behavior)?  
  
 Yes       No
  
4. Does the research involve subjects under the age of 18 (except as they are participating in projects that fall under categories 1, 3, 4, and/or 5 in Part B on the following page)?  
  
 Yes       No
  
5. Does the research involve deception?  
  
 Yes       No
  
6. Do the procedures of this research place the subject at any foreseeable risk (above what would be expected in everyday activities)?  
  
 Yes       No

Part B

1. Will the proposed research be conducted in established or commonly accepted educational settings and involve normal educational practices (e.g., research on regular and special education instructional strategies, research on instructional techniques, curricula, or classroom management methods)?  
  
 Yes       No
  
2. Does the proposed research involve the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, where information is recorded anonymously (i.e., so that the human subject cannot be identified, directly or indirectly through identifiers linked to the subject)? [NB: All survey/interview/observational research in which elected or appointed public officials or candidates for public office serve as subjects is exempt, whether or not data collection is anonymous.]  
  
 Yes       No

3. Does the proposed research involve the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens? These sources must be either publicly available or the information must be recorded anonymously (i.e., in such a manner that subjects cannot be identified, directly or through identifiers linked to the subject).

Yes       No

4. Is the proposed research (including demonstration projects) to be conducted by or subject to the approval of federal department or agency heads, and designed to study, evaluate, or otherwise examine (i) public benefit or service programs (e.g., social security, welfare, etc.); (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs?

Yes       No

5. Does the proposed research involve taste or food quality evaluations or consumer acceptance studies, where the tested products are wholesome foods without additives, or foods which contain additives at or below levels found to be safe by the FDA or approved by the EPA of the Food Safety and Inspection Service of the U.S. Department of Agriculture?

Yes       No

---

I have read and agreed to abide by the requirements contained in the statement of principles governing the protections of the rights and welfare of human subjects promulgated by The College of Wooster.

Researcher Signature \_\_\_\_\_

Date \_\_\_\_\_

---

**For Faculty Advisors of Student Research:**

Federal guidelines mandate that research be of sufficient merit to justify the participation of human subjects. The HSRC prefers to confer most of the responsibility for determining merit to advisors. Please sign below and check a box to help us evaluate the merit of the student application.

Adviser signature: \_\_\_\_\_

I have discussed the proposed research with the student applicant named above and find the research to be of sufficient merit to justify the use of human participants.

I have discussed the proposed research with the student applicant named above but have made no determination of merit.

I have discussed the proposed research with the student applicant named above and find the research is *not* of sufficient merit to justify the use of human participants.