

Human Subjects Protection Checklist

Use this checklist to organize your application to the Psychology Department. Make sure you have followed all the steps on this checklist. If your research is approved and you then make changes in your procedure, check with your professor to determine if another application should be submitted.

Prepare a **written** abstract of the method of your study, including subjects, design, and procedure

Get Application form from department

Determine if research poses any risks to subjects (see the "**Potential Risks**" box on the application).....

Determine if subjects will be **anonymous** or if data will be only **confidential**.....

Determine if the content of questions or observations is sensitive (see the **Potentially Sensitive Topics** box on this form).....

Determine review level of proposal.....

- Exempt review** - no risk, non-sensitive material collected through questionnaires or observational methods, adult participants, anonymous data or information obtained is innocuous.
- Expedited** - minimal risks, confidential data that may be sensitive, non stressful research on individual or group behavior, recording of data using noninvasive procedures, adult participants.
- Full review** – criteria for exempt or expedited review are not met, physical or psychological risk, special populations (minors, prisoners, non competent individuals).

Fill out form completely.....

Attach any materials to be used (see below) - in their **final, formatted** form.....

- questionnaires
- protocols
- consent forms
- permission for use of special populations
- description of apparatus or materials
- protocol of the debriefing

If you are a student, have your professor read your completed form, and if they approve, sign it

Turn in the form to the Psychology Office or Course Instructor.....