
EVERGREEN

USE OF HUMAN SUBJECTS APPLICATION

(revised 1/02/09)

- ◆ **Background:** The Human Subjects Review policy at Evergreen took effect in January, 1979 to protect the rights of humans who are participants in research activities. If you are conducting a study using information from people or if you are recording them in some way for that study, you must complete this application with the collaboration of your faculty sponsor.

 - ◆ **General Principles:** All students, staff, and faculty conducting research at the College that involves the participation of humans as subjects of research must ensure that participation is **voluntary**, that **risks are minimal**, and that the **distribution of your study is limited**. All potential physical, psychological, emotional, and social risks should be considered, and explained to the participants in the study. This explanation must be clear, in letter form, and accompanied by a written consent form which the participants sign. Similarly, the researcher must explain to the participant the benefits, the course of study, and purpose of the intellectual inquiry. Participants must not be asked to expose themselves to risk unless the benefits to the participants or society are commensurate. **Please note that in most cases, keeping the participants' names confidential significantly minimizes risks.**
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- ◆ **Procedure for Application:**
 1. The application is attached to this page. Use the first form as the cover sheet for your application, and then answer questions 1 through 6 on another sheet of paper. **Please type or print your application and use complete sentences.** Additional copies of this application are available in the Deans' Reception Area, Academic Deans Office, Library 2002.
 2. **If you are a student**, you must consult closely with your faculty sponsor on this application. Your sponsor will ensure that you have a well-designed study; you have prepared appropriate questions if you are conducting a survey or questionnaire; you have completely and accurately completed all parts of the application form including **the six questions, the letter to potential subjects and the consent form**. Your sponsor must sign the application; you are the Project Director.
 3. Submit your completed application to the Human Subject Review Coordinator's office, Library 2002. **Questions?** Call the Academic Deans' Office at (360) 867-6870.
 4. **If you are doing an Individual Study Contract**, it is important that you fill out this application prior to registration. You should take your completed application to the Academic Deans Office in Library 2002. As long as your Human Subjects Review application has been submitted to the Academic Deans Office prior to the Individual Study Contract deadline, your contract can be reviewed and approved by the deans, and subsequently registered. **You will not be allowed to register your contract without submitting this completed Human Subjects Review application to the Academic Deans.**
 5. **If you are a faculty member whose class is conducting research**, you may opt to complete an application for the entire class if the purpose of the research is to achieve the objectives of the course or program. However, the process of completing the application is in itself an excellent learning opportunity for students.
 6. A faculty member serving on the Human Subjects Review Board will review all applications once each week. The Academic Deans Office will then send an email notifying the Project Director of the results of that expedited review. **Please allow at least seven working days for this notification.** If your project requires consultation of the Human Subjects Review Board because of its sensitive nature, please allow at least 14 days for notification.

A COMPLETE APPLICATION INCLUDES THE FOLLOWING:

- ◆ A completed Human Subjects Review Application Cover Sheet (Form), signed by both the Applicant/Project Director and Faculty Sponsor, Immediate Supervisor, Director, or Dean
 - ◆ Answers to the Six Questions below
 - ◆ A Cover Letter to Subjects**
 - ◆ An Informed Consent Agreement for Subjects**
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1. How would you summarize, in the form of an **abstract**, the **nature** and **purpose** of your research project?
2. What are the **procedures** to which humans will be subjected, i.e., questionnaires, interviews, audio or video recordings, etc.? When, where, and how will these procedures be carried out? In the case of questionnaires or interviews, please attach a copy of the questions you will be asking.
3. How will the **recruitment of human subjects** for your proposed project be carried out? Include your recruitment criteria and procedures.
4. What are the possible **risks to the human subjects**? Specify possible kinds and degrees of risks, e.g., minimal, emotional risk in the form of distress or embarrassment. Outline the precautions that will be taken to minimize these risks, including methods of ensuring confidentiality or obtaining a release to use collected material and information.

NOTE: The concept of risk goes beyond obvious physical risk. It could include risk to the subject's dignity and self-respect, as well as emotional, psychological, and behavioral risk. Risk could also include the potential for jeopardizing one's employment or standing in an academic program, organization or workplace, community, or other group.

5. What are the specific, anticipated **benefits** to be gained by completing the project? These may be at an individual, institutional, or societal level.
6. **How will the information derived from this activity be used?** To whom will the information be distributed, and if made, how will the promise of **confidentiality** be kept or carried out in the final product?

** Samples are on the following page.

<< SAMPLE COVER LETTER >>

Dear Participant:

I am a student at The Evergreen State College. As part of my coursework in the class, "Broadcast Media: Hype or Enhancement?" I will be conducting a research project titled "What's on Television and Who's Watching?" The purpose of the project is to gather information about TV programming and its impact on adult viewing audiences.

The information you provide will only be heard and used by myself and my faculty sponsor, Rhoda Hilliard. I will keep your identity confidential, and document your comments as an anonymous interview.

Any risks to you are minimal, and would likely be nothing more than mild embarrassment from sharing your TV viewing habits, etc. There will be no compensation of any kind available for your participation, which is completely voluntary.

As mentioned above, I will use your responses only as resource material for my research paper on television programming and viewing in contemporary society. At your request, I will provide you with a copy of the final draft.

If you have any questions about this project or your participation in it, you can call me at 555.346.9325. My email address is pjd@greenermail.com. The person to contact if you experience problems as a result of your participation in this project is Eddy Brown, Academic Dean at The Evergreen State College, Library 2002, Olympia, WA 98505; Phone 360.867.6972.

Thank you for your participation and assistance!

Sincerely,

Stu Dent

<< SAMPLE INFORMED CONSENT AGREEMENT >>

I, _____, hereby agree to serve as a subject in the research project titled "What's on Television and Who's Watching?" It has been explained to me that its purpose is to gather information about TV programming and its impact on adult viewing audiences.

I have been informed that the information I provide will only be listened to and used for a research paper by Stu Dent for a class at The Evergreen State College. I also understand that my identity will be kept confidential, and that my comments will be documented as part of an anonymous interview.

I understand that the risks to me are minimal, and would likely be nothing more than mild embarrassment from sharing my TV viewing habits, etc.

There will be no compensation of any kind available for my participation. Stu Dent has agreed to provide, at my request, a copy of the final draft of his paper.

I understand that if I have any questions about this project or my participation in it, I can call Stu at 555.346.9325, or email him at pjd@greenermail.com. Likewise, the person to contact if I experience problems as a result of my participation in this project is Eddy Brown, Academic Dean at The Evergreen State College, Library 2002, Olympia, WA 98505; Phone 360.867.6972.

I understand that my participation in this project is completely voluntary, and that my choice of whether to participate in this project will not jeopardize my relationship with The Evergreen State College. I am free to withdraw at any point before or during the interview. I have read and agree to the foregoing.

Signature _____ Date _____