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| **Human Subject Research Form** |

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*Directions: Using the guidelines for human research subjects provided on the* [*website*](http://www.spst.edu/read.asp?docid=633)*, type or select your answers in the shaded areas of the form and attach any necessary documents. Instructions for submission are listed at the end of the document.*

**Name**:

**Date of Application Submission:**

**Dates of Projected HSR:**       *Research for use in teaching courses have a maximum span of 3 years, all other projects have a one year maximum*

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| ***Faculty only***   1. List theclass or research project: |

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| ***Students only***:   1. Select your degree program   MDIV  MATS  MACM  DMin   1. Name of Faculty Committee Chair/Sponsor: |

1. Project Description

Describe purpose, research question and thesis of the larger project of which the HSR is part.

1. HSR Description
   1. What research question(s) are you trying to answer through this Human Subjects Research?

* 1. How does the HSR fit into the larger project?

1. Methods

What methods are you using? (*check all that apply, you may remove the* ***questions*** *under methods you are not using, but you may not delete the checkbox for that method)*

Survey *(if checked, answer the following questions and attach copies)*

1. How many participants will be surveyed?
2. How often, where, and when will the survey(s) be administered?
3. How are the surveys administered (print, electronic, etc)?
4. Describe any prior experience you have using surveys.
5. Describe other characteristics of this method not included in the answers above.

Education class/Workshop *(if checked, answer the following questions and* ***attach*** *session plans, including goals for each session and list of possible in class activities)*

1. How many participants will take classes or workshops?
2. How many times will the class meet and how often?
3. How long will each class session last?
4. Where will the classes meet?
5. How will data be recorded?
6. For how long and where will data be held?
7. Describe any prior experience you have teaching or leading workshops or courses. I
8. Describe other characteristics of this method not included in the answers above.

Participant observation *(if checked, please attach a document that lists all of the events you will engage in participant observation for and answer the following questions for each of those events)*

1. Event Name:
2. How many times you will participate?
3. How long the event will last?
4. Where the event will be held?
5. Who will be present?
6. How will you document your observations?
7. Where will your documentation or records be stored and for how long?
8. Describe any prior experience you have using participant observation.
9. Describe other characteristics of this method not included in the answers above.

One-to-one interviews *(if checked, answer the following questions and attach list of planned or possible questions)*

1. How many participants will you interview?
2. Where will the interviews be held?
3. How often will you interview a participant?
4. How long will each interview last?
5. How will you document the content of the interview?
6. Where will you store the documentation/recording and for how long?
7. Describe any prior experience you have using this research method.
8. Describe other characteristics of this method not included in the answers above.

Small group interviews *(if checked, answer the following questions and attach list of possible or planned questions)*

1. How many participants will you interview?
2. How many participants will be in each group?
3. Where will the interviews be held?
4. How often will you interview participants?
5. How long will each interview last?
6. How will you document the content of the interview?
7. Where will you store the documentation/recording and for how long?
8. Describe any prior experience you have using this research method.
9. Describe other characteristics of this method not included in the answers above.

Focus Groups *(if checked, answer the following questions and attach list of possible questions)*

1. How many participants will be involved in focus groups?
2. How many participants will there be in each group?
3. Where will the interviews be held?
4. How often will you interview participants?
5. How long will each interview last?
6. How will you document the content of the interview?
7. Where will you store the documentation/recording and for how long?
8. Describe any prior experience you have using this research method
9. Describe other characteristics of this method not included in the answers above.

Other: (*If checked, describe other methods you may be using* ***in******detail*** *and attach any related materials)*

1. Assistants
   1. List any assistants who will be working with you.

* 1. Explain what assistance will be provided and what training the assistant has for this kind of service.

1. Participant Demographics

*Describe the following demographics*

* 1. Gender:
  2. Race/Ethnicity:
  3. Institutional affiliation:
  4. Geographical location:
  5. Other characteristics:

1. Participants
   1. How will you identify and recruit potential participants?

* 1. By what criteria will you select actual participants?

* 1. Do you have a current relationship with any of the potential participants?

Yes  No *If yes, answer the following:*

* + 1. Describe the nature of the relationship(s)

* + 1. How will you address the conflicts and/or biases that may arise during this research process due the prior relationship(s)?

* 1. Will participants be deceived in any way?

Yes  No *If yes, answer the following:*

* + 1. Describe in detail the nature of that deception.

* + 1. Why is the deception necessary?

* 1. How will participants benefit from their participation?

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* 1. How will you ensure that participants’ confidential identity and privacy will be protected?

1. Risks
   1. What are the risks to participants in this research project? *Check all that apply*

Physical *(if checked, answer the following)*

* + 1. Describe the risk in detail:
    2. How would you rate this risk?

Minimal  Moderate  Great?

Psychological *(if checked, answer the following)*

1. Describe the risk in detail:
2. How would you rate this risk?

Minimal  Moderate  Great?

Spiritual *(if checked, answer the following)*

1. Describe the risk in detail:
2. How would you rate this risk?

Minimal  Moderate  Great?

Legal *(if checked, answer the following)*

1. Describe the risk in detail:
2. How would you rate this risk?

Minimal  Moderate  Great?

Social *(if checked, answer the following)*

1. Describe the risk in detail:
2. How would you rate this risk?

Minimal  Moderate  Great?

* 1. Are the risks necessary to the research?

Yes  No

If so why?

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* 1. What steps will you take to minimize the risk?

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* 1. How will you resolve or respond to problems that may arise for participant(s)?

* 1. What are the risks to the researcher in this research project? *Check all that apply*

Physical *(if checked, answer the following)*

* + 1. Describe the risk in detail:
    2. How would you rate this risk?

Minimal  Moderate  Great?

Psychological *(if checked, answer the following)*

1. Describe the risk in detail:
2. How would you rate this risk?

Minimal  Moderate  Great?

Spiritual *(if checked, answer the following)*

1. Describe the risk in detail:
2. How would you rate this risk?

Minimal  Moderate  Great?

Legal *(if checked, answer the following)*

1. Describe the risk in detail:
2. How would you rate this risk?

Minimal  Moderate  Great?

Social *(if checked, answer the following)*

1. Describe the risk in detail:
2. How would you rate this risk?

Minimal  Moderate  Great?

* 1. Are the risks necessary to the research?

Yes  No

If so why?

* 1. What steps will you take to minimize the risk?

* 1. How will you resolve or respond to problems that may arise for you?

1. Consent

*Attach the informed consent form (or script for verbal consent) and written permission from institutions.*

* + All subjects and involved institutions should be informed about and give their consent to participate in your research project. Usually informed consent should be given in written form.
  + The informed consent form should include the following:
    - Overall purpose of the research
    - General nature of the activities you are asking them to participant in
    - That their participation is completely voluntary and they may withdraw at any time
    - The potential risks and benefits of their participation
    - Who to contact, other than the researcher, if they have concerns (usually faculty advisor or VPAAD)
    - How will their identity and privacy will be protected
  1. Are you using verbal consent?

Yes  No

*If yes, please explain why:*

* 1. How will written informed consent forms be distributed and collected?

* 1. If a research subject is not able to give consent, describe the reason and from whom you will obtain consent on their behalf.

* 1. List all cooperating institutions (congregations, hospitals, etc). *Attach their* *written permission*.

Attachments

*Please mark which of the following you have attached to this document*

Methods

Surveys

Education class session plans

One on one interview questions

Small group questions

Focus group questions

Other methods documents

Consent Materials

Verbal consent script

Written consent form

Written consent from cooperating institution(s)

Instructions For Submission

Submit *electronically* this completed form and all attachments, as one document, to your committee chair or sponsor, making sure to save your document as follows:

**hsr.lastname.firstname.dateofsubmission**

in a Microsoft Word or Word compatible document

The faculty sponsor will forward the application to the Human Subject Research Committee noting her/his approval.

Following HSR Committee approval the application will be returned to researcher and sponsor for electronic signature.