SAINT PAUL SCHOOL OF THEOLOGY
Request for Approval of Human Subjects Research

FROM: ***(name, campus address)***

TELEPHONE:

E-MAIL:

PROJECT TITLE:

ANTICIPATED FUNDING SOURCE: ***(include grant or contract number if known)****:*

FACULTY SPONSOR'S NAME: ***(for non-faculty applicants)***

SPONSOR'S ADDRESS:

DURATION OF ENTIRE PROJECT (provide specific date range; i.e. January 1, 2009 to May 31, 2011 that refers to all aspects of research initiative; i.e. Doctor of Ministry Project, of which this "human subjects research" plan is perhaps but one aspect/component):

APPROVAL REQUESTED FOR: ***(maximum one year; must be renewed annually;*** **provide specific date range; may want to request maximum time allowed to allow for extenuating circumstances; i.e. June 1, 2010 to May 31, 2011):**

1. Please give a brief summary of the purpose of the research, in non-technical language. Articulate the thesis for your project; i.e. Doctor of Ministry Project not an overview of the "human subjects research" plan. This snapshot contextualizes your research for persons who may not have access to your Doctor of Ministry Project proposal.

2. Give details of procedures that relate to subjects' participation. (Provide specific information about the proposed research plan; for example,
(a) How are subjects recruited? What inducement is offered? ***(Submit copies of all materials referenced in research plan.)***

(b) Salient characteristics of subjects--number who will participate, age range, sex, institutional affiliation, other special criteria:

(c) Describe how permission has been obtained from cooperating institution(s)--school, hospital, corporation, prison, or other relevant organization. ***(Submit copies of all material referenced in research plan.)*** **Is the approval of another Institutional Review Board required?**

(d) What do subjects do, or what is done to them, or what information is gathered? ***(Attach copies of instructions, tests, questionnaires or other research tools referenced in your protocol.)*** **How many times will observations, tests, etc., be conducted? How long will their participation take?**

3. Cite your experience with this kind of research and/or this population (in other words, what qualifies you to conduct the proposed research). List any assistants who will be working with you, and cite their experience also.

4. How do you explain the research to subjects and obtain their informed consent to participate? ***(If in writing, attach a copy of consent form; if obtained verbally, provide a rationale statement.)*** **If subjects are minors, mentally infirm, or for some other reason not legally competent to consent to participation, or otherwise especially vulnerable (e.g., prisoners, residents of nursing homes or refugee camps, illiterate persons, persons living in war zones etc.), how is their assent obtained and from whom is proxy consent obtained? How is it made clear to subjects that they can quit the study at any time? (Prepare consent form in unambiguous language to safeguard integrity of proposed research)**

5. Give details of possible risks of harm to participants.

(a) What are the possible risks—physical, psychological, legal, social, spiritual?

(b) Are the risks necessary?

(c) What steps will be taken to minimize these risks? For example, if you stand in a dual relationship with your subjects (e.g., as both researcher and pastor), what safeguards (beyond this review) are in place to help you identify and resolve potential conflicts of interest that may arise?

(d) Should a subject be injured or otherwise harmed, or experience significant distress, what are your plans for addressing the problem? ***(e.g., referral for evaluation or treatment if there are significant psychological risks)***

If risks are anticipated to be no more than minimal, please state here and in the consent form, if used.

6. Are subjects deliberately deceived in any way? If so, what is the nature of the deception? Is it likely to be significant to subjects? Is there any other way to conduct the research that would not involve deception, and, if so, why have you not chosen that alternative? What explanation for the deception will you give to subjects following their participation?

7. How will participation in this research benefit subjects? In other words, what are direct/indirect reasons that may motivate someone to contribute to this project? If subjects will be "debriefed" or receive information about the research project following its conclusion, how do you ensure the educational value of the process? ***(Will participants receive copies of materials produced as a result of this "human subject research"? Also, include copies of any debriefing or educational materials.)***

8. How are confidentiality and/or anonymity assured? (Be specific about process to include measures to safeguard information/identity.) At what stage are identifiers removed from the data? If identifiers must be retained, please explain why.

9. Will research data *(written or otherwise recorded)* be destroyed at the end of the study? If not, where and in what format and for how long will they be stored? To what uses--research, demonstration, public performance, archiving--might they be put in future? How will subjects' permission for further use of their data be obtained?

APPLICANT'S SIGNATURE _____

DATE

For non-faculty applicants only: I have reviewed this completed application and I am satisfied with the adequacy of the proposed research design and the measures proposed for the protection of human subjects.

FACULTY SPONSOR'S SIGNATURE _____

ATTACHMENTS (if applicable):

- Recruitment letter, poster, ad
* Written consent form, information sheet, or script
- Subject instructions
* Tests or questionnaires
- Debriefing materials
- Other institutional approval
- Other _____

Reviewed and Approved by:
NAME DATE