Instructions for Completing the Human Subjects Committee Application

Note: As part of the application to conduct research in GPISD, you will need to submit one or more informed consent documents.

Preparatory work:

- Ensure that your computer has the latest version of Adobe Reader (Version 11 or above). This is a free program available at www.adobe.com.
- If you use a Mac computer, please do not use the "Preview" program to fill out the application. Download Adobe Reader to ensure that your application can be saved and viewed. After downloading Adobe Reader, you will need to go into Applications and open Adobe Reader, making it the default program for opening pdf files.
- If your version of Adobe Reader does not permit you to "Save as" a pdf file, or if you save the document and then cannot see typed material in a field unless your cursor is positioned within that field, you do not have an updated version of Adobe Reader and need to download the latest version.
- It is recommended that you complete the first page of the application (a pdf document) and attempt to save it and then reopen it, as a "check" to ensure that it is in the proper format.

Completing the application:

- Complete all fields on p. 1, which is a cover page providing your contact information.
- Carefully review the items on p. 2 and check any items that apply to your study. Completing these items carefully and in consultation with a faculty sponsor (if applicable) will help to ensure the timely review of your application.
- Complete all fields on pp. 3-8. If an item does not apply to your study, please indicate "N/A."
- **All text must fit within the space provided**. If a scroll bar appears to the right of the text in a textbox, the information will not be viewable when the application is printed. Please be succinct to ensure that all text is viewable.
- If your study requires one or more of the following, please include them as an attachment:
    - Adult Informed Consent Form
    - Parent/Guardian Permission Form
    - Minor Assent Form
    - Anonymous Informed Consent Statement
- Any researcher-created measures (surveys, questionnaires, interview questions, quizzes, etc.) or other instruments (e.g., personality measure from a journal artice) should be submitted as attachments. If you are using a standardized measure that is under copyright and thus cannot be reproduced (e.g., standardized test or questionnaire published by a

publishing company), you do not have to provide a copy of this measure. However, you must provide the name of the measure in box asking for information about instruments.

Please email the HSC form and all consent forms to Dr. Kareen Brown:
kbrown1@galenaparkisd.com

Human Subjects Committee Application

Principal Investigator's Name

Department

Telephone Number

E-Mail Address

Co-investigator's Name (if applicable)

Department

Telephone Number

E-Mail Address

Title of Study
(Maximum of 12 words)

Approval period start date (date form is completed)

Approval period end date (max 1 year later)

Faculty Sponsor (if applicable)

Department

Phone Number

E-Mail Address

APPLICATION FOR EXTERNAL GRANT SUPPORT (IF APPLICABLE)

Name of Grant Sponsor

Application Deadline

Study Overview

Please respond to ALL items.

Research will be conducted in an established/commonly accepted educational setting (e.g., school, college/university).

- ◯ Yes
- ◯ No

Research involves normal educational practices (e.g., instructional strategies, classroom management methods).

- ◯ Yes
- ◯ No

Research involves review of archival information (e.g., existing data, documents, records, specimens).

- ◯ Yes, and I have legal access (e.g., FERPA, HIPAA) to this information.
- ◯ Yes, and I will obtain the data with consent of the participants and/or their parents/legal guardians.
- ◯ Yes, and I will obtain the data in de-identified form from someone with legal access.
- ◯ No, archival data will not be used.

Research participation is completely anonymous (i.e., participants' identities are unknown).

- ◯ Yes (I will have no knowledge of who participants are.)
- ◯ No (I will know who participants are, even if I don't know which responses belong to which participants.)

Research involves no more than minimal risk, meaning that any harm or discomfort due to the study is no greater than what would be expected in daily life or during the course of routine physical or psychological examination or tests . Minimal-risk methods include asking questions about beliefs or feelings about non-sensitive topics.

Research that involves more than minimal risk may include invasive procedures (e.g., blood draws), surveys or interviews about sensitive topics, intense physical exertion, medication or device studies, and implementation of psychological interventions (e.g., counseling or therapy).

Note that sensitive topics include sexual matters, drug or alcohol use, illegal behavior, suicide, violence, mental illness, and abuse/neglect, among others.

- ◯ This study involves no risk or only minimal risk.
- ◯ This study involves more than minimal risk, due to the procedures and/or the focus on sensitive topics.

Participants include the following (check all that apply):

- ☐ Children
- ☐ Pregnant women (study on pregnancy)
- ☐ Fetuses
- ☐ Prisoners
- ☐ People with mental illness/disabilities
- ☐ People who are economically or socially disadvantaged

Description of Study

State the purpose of your study:
(e.g., "The purpose of this study is to determine if having a medical professional as a parent is related to a student's decision to study nursing.")

Describe the participants:
(e.g., all elementary school children from a specific school in HISD; Hispanic first-year college students who are the first in their families to attend college)

State the approximate number of participants:

Do you have authority over any of the participants?
(e.g., classroom teacher, employer, supervisor)

- ◯ Yes
- ◯ No

Describe the specific data that you will be collecting from or about the participants.
(e.g., date of birth, number and kind of disciplinary infractions, Blood type, SAT scores, etc. Do not say "academic records" or "health data," as these descriptors are not specific.)

If the data include existing records (archival data), describe these records and explain how you will obtain the data; indicate N/A if you are not using archival data.
(e.g., "Test data will be provided in de-identified form by the testing coordinator." OR "As the classroom instructor, I will have access to my students' grades for the current school year."

If the data include information gathered from surveys, interviews, questionnaires, observation, etc., describe these here.
If you are creating your own instrument, attach a separate document with a prototype of the instrument that you will be using to collect data when you submit this application.
If you are using an existing (published) instrument, attach a copy or (if under copyright) provide the full name of the instrument (no abbreviations).

Describe recruitment procedures.
(e.g., "I will send an email to all teachers in HISD asking them to participate in the research." OR "I will visit Psychology classes to invite students to sign up for extra credit." OR "Participants are students in my class; no special recruitment procedures are needed.")
If you are using any recruitment materials (e.g., flyer), include those as attachments.

Describe the study procedures, including any intervention(s), groups to which participants will be assigned, experimental manipulations, length of participant involvement, etc.
(e.g., "In this study, all participants will be pretested with the district reading benchmark assessment. I will then randomly divide the class into a treatment group, which will receive twice-a-week support emails from me, and a control group, which will not receive the emails. After 5 weeks of the intervention, all students will be posttested with the same assessment.")

Indicate the time period that data collection covers.
(e.g., September 2012 and December 2012 SAT scores; student grades for Spring 2013 semester; three interviews over the course of three weeks in February, 2013; etc.)

Describe any deception involved in the study procedures. If deception is used, describe how participants will be debriefed at the end of the study. If no deception will be used, indicate N/A.
(It is recommended that deception be avoided in human subjects research unless it is absolutely necessary and other ways of obtaining the desired information are not available. The burden is on the researcher to demonstrate that deception will not harm participants and that participants will be thoroughly debriefed.)

Describe any risks that participants face, including physical, psychological, social, legal, spiritual, and moral risks.
If no risks are involved, indicate N/A.
(e.g., "Although unlikely, it is possible that participants may become distressed by answering questions about self-esteem.")
Note: If participants are under your authority, describe how you will ensure that they are not being coerced into participating.
(e.g., "Although participants are my students, they will only be receiving standard educational practices and will not be asked to do anything else." OR "Participants will be informed that they are free to refuse to participate without penalty and that participation will be anonymous.")

Describe safeguards in place to minimize risks and to address any harm that may come to participants while participating in the study.
(e.g., "Participants who express distress will be escorted to the school counselor's office for additional support." OR "At the end of the questionnaire, information about the University Counseling Center will be provided, so that participants who are distressed can obtain help while preserving their anonymity in the study."

Describe any benefits that the research may offer to participants.
(e.g., "Participants' math skills may improve as a result of participating." OR "Participants may learn more about their career interests while completing the career interest inventory.")
If no benefit is expected, explain how the knowledge gained through the research is commensurate with the risks of the research.
(e.g., "Although no direct benefit to participants is expected, the risk of harm is extremely low, and the value of the knowledge gained through studying the relationship between student personality and college retention would be extremely beneficial for improving college retention.")

Describe any incentives or compensation (e.g., prizes or payment) that will be offered to potential participants. If none, indicate N/A.
Ensure that incentives or other compensation is not excessive (i.e., fair and easy to refuse).

If you will have any assistants working with you, describe what access they will have to the data. If you have no assistants, indicate N/A.
(e.g., "My classroom assistant will help with administering the assessments and will have access to this data during the school year.")

Describe any special training that the research procedure requires for you as the investigator. If no training is required, indicate N/A.
(e.g., "I have received training in the administration of the WAIS-IV and will be receiving supervision." OR "The research requires familiarity with interviewing procedures. I am currently a student in the Counseling program and have taken coursework in counseling and interviewing skills.")

Describe how you will maintain confidentiality of the data.
(e.g., using codes instead of names, keeping data on a secure flash drive, using a locked file or desk, shredding paper records, erasing electronic records)

Describe how data will be treated at the end of the study, including the length of time data will be stored, who will have access to the data, and whether data will be used again in the future.
(e.g., "Data will be kept in a de-identified, password-protected file for one year after the end of the study. Only the researcher and faculty sponsor will have access to the data. Data will not be used again for any other purpose.")

Is permission required from another institution in addition to the University of St. Thomas to perform this research? If no, indicate no. **If yes, state the name of the institution to whom you submitted the request and the date on which you submitted the request.**
(e.g., Permission from Houston Independent School District will be requested upon receipt of approval from the HSC.)

Describe any significant financial interest held by or for the benefit of you, your spouse, or your dependent children that may reasonably appear to be affected by the proposed research. If no interest is held, indicate N/A.
(A significant financial interest is anything of monetary value, other than salary or other remuneration you receive from the University of St. Thomas, or income from services provided to public or non-profit entities.)

Using the guide on Informed Consent (see Documents Library), which types of informed consent/assent will you be using?
Note: Use the templates at the end of this application when creating the required forms.

- ☐ Informed Consent for Adult Participants
- ☐ Parent/Guardian Permission for Minor Participants
- ☐ Informed Assent for Minor Participants (Note that Parent/Guardian Permission is also required.)
- ☐ Anonymous Informed Consent Statement for Adult Participants
- ☐ No consent/assent needed

If you are using any questionnaires, surveys, interview questions, or other measures, submit a copy with this application.
(Note: Instruments under copyright, such as STAAR, WAIS-IV, BDI-2, and other standardized measures, do not have to be submitted.)

- ☐ Questionnaire(s) or Survey(s) attached
- ☐ Interview questions attached
- ☐ Measures are under copyright