

Ethics Application for Approval to Use Participants

Pacifica students proposing to use human participants in their dissertation research fill out this form (a PDF file), prepare an abstract and information for participants (a single Word document), and submit them to the dissertation chair. Once the chair has reviewed and approved the application, she or he forwards it to the program's Research Coordinator for approval, who then submits it to the Institutional Review Board for review and approval.

STUDENT/INVESTIGATOR

Investigator's full legal name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Title of Study: _____

Contact Person: _____

RESEARCH ABSTRACT & INFORMATION FOR PARTICIPANTS

The complete ethics application includes this PDF file with appropriate signatures and a Word document that contains a research abstract and three attachments. Students send the two files to their dissertation chair for review.

Create a 3- to 5-page abstract that completely describes all of the following information:

- TOPIC & QUESTION:** Describe the research topic, the purpose and significance of the study, and the central research question.
- METHODOLOGY:** Describe the research methodology and research design.
- PARTICIPANTS:** Describe who will participate in the study, the number of participants, and how, specifically, you will find them. Also include any eligibility requirements and the way you intend to screen participants for inclusion in the study.
- PROCEDURES:** Describe the informed consent procedures, the collection of data, and method of data analysis.
- RISKS:** Describe any potential risks to participants, including breaches in confidentiality, and the likelihood and seriousness of such risks.
- SAFEGUARDS:** Describe procedures for protecting and/or minimizing the risks of participating in the study, including preserving confidentiality, and assess their effectiveness.
- BENEFITS:** Describe the benefits to be gained by the individual participants and/or society as a result of the study you have planned.

INFORMATION FOR PARTICIPANTS

Create the following **four** items proposed to recruit, inform, and survey participants and include it in the Word document containing the comprehensive abstract of the proposed research. Be sure to include any and all documentation pertaining to the study which will be shown to them.

- The flyer, announcement, or other notification you will use to recruit participants.
- The informed consent forms that fully explains to prospective participants the criteria for eligibility to participate, and the risks, safeguards, and benefits from participating in the study.
- The research instruments to be used (e.g. questionnaire, survey, semi-structured interview guide or set of open-ended interview questions).
- The discussion of the research methodology and procedures included in the dissertation proposal. *NOTE: Students in the Clinical PhD and PsyD program omit this.*

REQUIRED SIGNATURES

Student/Investigator

- I have included all required materials in this application and will conduct the study as described. If it is necessary to make changes in the procedures, or if problems arise which involve risk or the possibility of risk to the participants (including adverse reaction to the study), I will immediately consult with my dissertation chair.
- I affirm that I have not, and will not, recruit or contact any participants until this ethics application has been fully reviewed and approved.

Student/Investigator signature: _____ Date: _____

- My name, typed on the line above, is my official signature.

Dissertation Chair

- I have reviewed this application and found it to be complete. It includes the comprehensive abstract and the 1) flyer; 2) informed consent form; and 3) proposed research instrument (questionnaire, survey, etc.) as described above.
- I have discussed all reservations and concerns with the student/investigator, who has submitted any needed revisions to me, and I approve the application as submitted.

Chair name _____ Chair email _____

Chair signature _____ Date: _____

- My name, typed on the line above, is my official signature.

Research Coordinator

- I have reviewed this application and found it to be complete. It includes the comprehensive abstract and the 1) flyer; 2) informed consent form; and 3) proposed research instrument as described above.

- I have read this application and discussed all reservations and concerns with the dissertation chair and the student/investigator. Any requested revisions have been submitted and reviewed by me, and I approve the application as submitted.

Research Coordinator signature: _____ Date: _____

- My name, typed on the line above, is my official signature.

Institutional Review Board

The signature of the representative of the Institutional Review Board (IRB), when affixed below, indicates that this protocol has been reviewed and, if necessary, discussed with the Research Coordinator, the dissertation chair, and the student/investigator.

- This application has been approved without modification.
- This application has been approved with the modifications described in the IRB summary statement.

IRB representative signature: _____ Date: _____

- My name, typed on the line above, is my official signature.

PROCEDURE

1. STUDENT signs this form, attaches the ethics application and relevant documents, then sends material to the chair.
2. CHAIR reviews material and, if acceptable, signs and submits form to research coordinator for review and approval.
3. RESEARCH COORDINATOR reviews material and, if ethically sound, signs and submits the application to the coordinator of the Institutional Review Board (IRB)
4. IRB reviews the application and follows one of two courses of action:
 - A. If acceptable, IRB signs the form and forwards the application to the Dissertation Office.
 - B. If the application requires revision, IRB informs Research Coordinator, dissertation chair, and student via summary statement. Once the revision is complete, the chair sends the complete, approved application to the Dissertation Office