

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.

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, described next, and four attachments. Students send the two files to their dissertation chair for review. The research abstract, a Word document approximately 8-10 pages in length, includes a complete description of:

- TOPIC & QUESTION:** Describe the research topic, the purpose and significance of the study, and the central research question (approximately 3 pages).
- METHODOLOGY:** Describe the research methodology and research design (approximately 2 pages).
- 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 (approximately a half-page).
- PROCEDURES:** Describe the informed consent procedures, the collection of data, and method of data analysis (approximately 1 page).
- RISKS:** Describe any potential risks to participants, including breaches in confidentiality, and the likelihood and seriousness of such risks (approximately a half-page).
- SAFEGUARDS:** Describe procedures for protecting and/or minimizing the risks of participating in the study, including preserving confidentiality, and assess their effectiveness. (approximately 1page)
- BENEFITS:** Describe the benefits to be gained by the individual participants and/or society as a result of the study you have planned (approximately a half-page).

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 for ethics application approval appear on the next page.

PROCEDURE

1. STUDENT signs this form, attaches the ethics application and complete set of 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 notifies chair of any required revisions. Chair works with the student until the ethics application is complete and approved. When the ethics application is acceptable, research coordinator signs and submits it to the Dissertation Office.

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 _____ 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 name _____ email _____

Research Coordinator signature: _____ Date: _____

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