

Ethics Application for Approval to Use Participants

Pacifica students proposing to use human participants in their research fill out this form (a PDF file), prepare an abstract and information for participants (a single Word document), and send both to the chair for review.

STUDENT/INVESTIGATOR

Investigator's full legal name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Title of Study: _____

RESEARCH ABSTRACT (approximately 4 pages)

The complete ethics application includes this PDF file with appropriate signatures and a Word document that contains a research abstract and three attachments. The research abstract describes:

- TOPIC, QUESTION, and METHODOLOGY (1 page).
- PARTICIPANTS: Who will participate (specify eligibility criteria), how many you are seeking, and how you will recruit and screen them. (half-page).
- PROCEDURES: Informed consent procedures, data collection, and method of data analysis (1 page).
- RISKS & SAFEGUARDS: Potential risks to participants, including the likelihood and seriousness of confidentiality breaches and how you will protect against them. (1 page).
- BENEFITS: The benefits to be gained by the participants and/or society from the study (half-page).

INFORMATION FOR PARTICIPANTS (approximately 3 pages)

Create the following **three** items proposed to recruit, inform, and survey participants and append them to the abstract. 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).

PROCEDURE

1. STUDENT signs this form, attaches ethics application documents, and send 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 (RC) reviews material and notifies chair of required revisions. Chair works with the student to revise, then re-submits to research coordinator for approval. RC submits approved ethics application 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.