Department of Psychology Undergraduate Human Subjects Ethics Committee Evaluation Process

1

Human Subjects Ethics Committee Application Form for Undergraduate Students is filled out by the student researcher(s).

2

A copy of the following

- Informed Consent Form (ICF)
- Data collection instruments (i.e., interview form or questionnaire)
- Debriefing Form (DF)
- Parental Approval Form (PAF - for participants below age 18)

should be attached to the application form

3

One copy of the application form and the accompanying documents should be dropped to the box in the Psychology Department's secretarial office; the second copy should be submitted to the course instructor or research advisor

4

A Departmental Human Subjects Ethics Committee member reviews the document in 7 work days

5a: Approval

Approved applications can be picked from the box in the Psychology Department's secretarial office. <u>Student researchers should use the copy of the stamped ICF, DF, and PAF (if any) in their study. These forms should never be</u>

5b: Revision

Applications requiring revisions can be picked from the box in the Psychology Department's secretarial office. Revised applications should be resubmitted (should go through Step 1 to Step 5