

HUMAN SUBJECTS REVIEW COMMITTEE (HSRC) APPLICATION GUIDELINES

- Before preparing your application, you may find it helpful to review *Human Subjects Research Policy* (<https://www.lakeforest.edu/about/administration/dof/hsrc.php>).
- Submit your application electronically to the HSRC Chair Vivian Ta-Johnson (ta@lakeforest.edu).
- Although there is no special form, your HSRC application must address all of the issues in the following list, in that order. (**IMPORTANT:** Please number and label your responses just as they appear in the list below.)

1. **Title.** Provide a brief descriptive title of your proposed research project.
2. **Duration of Research.** Provide the projected starting and ending dates of the proposed research. (Note that HSRC approval will cover a period of up to one year. At the end of one year, if research is to continue, HSRC must approve a request for an extension.)
3. **Location of Research.** Explain where data collection will take place and where data will be stored and analyzed once they are collected.
4. **Investigator(s).** List the names, qualifications, and affiliations of the individuals directing the research and those conducting the research. Principal investigators should sign and date the application.
5. **Description of Research.** Provide a brief account of the goals of the proposed research and the methodology that will be used to fulfill those goals.
6. **Testing Instruments.** Append representative samples of testing instruments (e.g., survey, questionnaire, interview questions, test materials, etc.).
7. **Subjects.** Describe how subjects will be solicited, how many subjects will be needed, what restrictions (if any) there will be on your sample, etc.
8. **Confidentiality.** Explain how confidentiality of subjects' responses will be guaranteed.
9. **Informed Consent.** Explain how informed consent will be gained from subjects. Attach appropriate supportive documents (e.g., cover letter for a survey, information and informed consent forms to be provided to potential subjects).
10. **Risks.** Provide an account of all potential risks to subjects. Note how subjects will be informed of these risks, and what steps will be taken to minimize and deal with these risks.
11. **Debriefing.** Explain how subjects will be debriefed (where appropriate).

Researchers who are not members of the Lake Forest College community must provide two additional pieces of information:

12. **Prior Approval.** Provide evidence of review and approval by the home institution's equivalent of the HSRC.
13. **Need for LFC subjects.** Explain the need for the use of subjects from the Lake Forest College community.