To assure prompt review of your application, 
ALL researchers should complete this checklist:

☐ Have you written an appropriate answer for each question on the application form? 
(Please do not attach research proposals, grant applications, etc. as the committee cannot read such documents.)

☐ Have you answered all of the questions on the application form? (Please enter “N/A” if a particular question does not apply to your research.)

☐ Have you provided an e-mail address and a phone number where you can be reached on the application?

☐ Have you (and any co-researchers) signed the application form? Did you submit an original copy of your application with those signatures?

☐ Have you included your consent form with your application? Does that consent form identify yourself as the researcher and your department?

☐ Does your consent form clearly describe what participants will be asked to do in your research? Does it clearly describe any direct benefit they will receive as a result of their participation? Does it clearly describe any risks they will be exposed to during their participation, and what you will do to minimize those risks?

☐ Have you included with your application any screening forms that will be used to determine the eligibility of participants for your research?

☐ Have you included with your application all tests, questionnaires, surveys, interview questions, focus group questions, etc. that will be used in your research?

☐ Have you checked the grammar and spelling throughout all of your documents?

☐ Have you prepared 11 copies of your complete application packet, including all attachments, for the committee?
STUDENT researchers must also complete this checklist:

☐ Have you met with your faculty advisor before preparing your application? Has your faculty advisor thoroughly reviewed all of your materials before you submitted your application?

☐ Have you provided an e-mail address and a phone number where you can be reached on the application? Did you also include your home address on the application?

☐ Have you included the name of your faculty advisor and that person’s e-mail address on your application?

☐ Has your application been signed by you, any co-researchers, and your faculty advisor? Did you submit an original copy of your application with all of those signatures?

☐ Does your department have an approved Human Subjects committee that reviews student research projects? (As of July 2005, the approved departments are Communication Studies; Economics; Kinesiology & Health Science; Nursing; Psychology; Public Policy & Administration; Social Work; Sociology; and Special Education, Rehabilitation & School Psychology.) If your research is in one of these departments, it must be reviewed and approved by that department’s committee first.

☐ Has your department’s committee completed the following form?

DEPARTMENT HUMAN SUBJECTS COMMITTEE APPROVAL

Project Title:

Student Researcher:

Faculty Sponsor:

The Department of Special Education, Rehabilitation, and School Psychology’s Human Subjects Committee has reviewed and approved this application. It requires review by the CPHS because the research is (circle one) “Minimal Risk.” (or) “At-Risk.”

Stephen E. Brock, Ph.D.  brock@csus.edu
Chair, Departmental Human Subjects Committee

________________________________________  December 15, 2005
Signature