This checklist provides an overview of the sections that must be completed in your human subjects application. **Be sure that your submission contains all of the information described below.** Incomplete applications will be returned un-reviewed. To help make sure it is complete, please use this checklist and include the completed checklist with your application. For additional guidance see the examples in the file “HumanSubjectsApplication_Examples.pdf” which is available alongside the current document at [http://www.csus.edu/psyc/researcher-page.html#Human_Subject](http://www.csus.edu/psyc/researcher-page.html#Human_Subject).

Check (✓)

- **Page 1. Cover Page**
  Answer all questions and retrieve faculty sponsor’s signature.

- **Page 2. Potential Risks to Participants**
  Indicate whether or not your research does (or potentially could) involve risks to the participants. Check “yes” or “no” for each of the risks listed. Note: checking “yes” does not necessarily disqualify your study from approval.

- **Page 3. Consent Form**
  Construct and attach a copy of the consent form you will use. **All subjects must give informed consent prior to participating in the study,** and the consent form must contain **enough information** to enable them to choose whether or not to participate. A template is provided for you to use in constructing a consent form for your study; please follow the template closely in content and format.

- **Page 4. Debriefing**
  Construct and attach a copy of the debriefing form you will use. A template is provided to assist you in developing a debriefing form to hand out to participants after they complete your study; please follow this template closely. Your main goals during the debriefing are to **explain the true nature of your research,** and to **provide educational value to the research participants.** You must also provide **contact information** and **information regarding psychological services** available to participants.

- **Page 5. Procedures**
  Briefly describe the procedures to be used in the study. You should provide enough information for the reviewer to know exactly what the research participants will be asked to do during the study. **Be sure to specify how the subjects’ confidentiality and anonymity will be protected.** If you have identified any potential risks to the participants on page 2 of your application, also explain on page 5 what you will do to minimize those risks. See attached examples of complete proposals.

- **Page 6. Project Description**
  If you will be using the Psychology Department subject pool, you must provide us with the project title and description information that you will enter into the Psychology Research Website after the project is approved. A worksheet is included in this packet so you know what information to provide. **You don’t need to enter anything into the Research Website until after your project has been approved.**

- **Page 7. Ethical Researcher Conduct Verification**
  For researchers using the subject pool, we have developed this checklist based on problem behavior that has been reported in the past. Please read this form carefully, and initial each line to indicate that you understand and will abide by the statement.

- **Pages 8+. Materials (may require multiple pages)**
  Attach copies of surveys, tests, and other materials to be presented to participants.

**Note:** If you download this application packet from the website in Word format to edit electronically, please ensure that the sponsor’s signature line remains at the bottom of page 1, and the Human Subjects Committee signature lines remain at the bottom of page 2. Sometimes these signature lines are bumped onto extra pages; please avoid this.
CSUS Psychology Department STUDENT Request to Use Human Subjects

Submit two [2] copies of your human subjects application (this form and all attached materials described on the Application Summary) to one of the office staff in Amador 350. They will check and log your application and submit it to the Human Subjects Committee for review.

Title of Project: (exactly as will be listed on the Psychology Research web site if you use the subject pool)

______________________________________________________________________________________________

Names and Affiliations of All Researchers Involved in this Project

______________________________________________________________________________________________

Contact Person for this Project:
Name _____________________________ E-mail __________________________
Phone Numbers __________________ (day) __________________ (evening)

Research Course (Circle One): 101 121 102 194 195 199 294 295 299 500
Other (Please explain) __________________________

If you plan to use the Psychology Department subject pool, please complete the following section:
(a) Total number of subjects requested for this semester ______
(b) Credit assigned per subject ______ (most studies are .5 or 1 hour, but you may use 1/4-hour increments)
(c) Total number of subjects hours requested for this semester: (a) × (b) = ______

If you plan to use subjects from a source other than the Psychology Department subject pool…
(e.g., classes on our campus, preschools, elementary schools, high schools, county employee offices, etc.), you MUST indicate the source and attach written evidence of permission from each institution (evidence must be signed by an agency representative on agency letterhead).
Source(s): ____________________________________________________________

Faculty Sponsor: All research must be sponsored by a faculty member in the CSUS Psychology Department. If using the Psychology Research Website, the faculty sponsor will be designated as the project’s “Principal Investigator” (P.I.).

By signing below as faculty sponsor, I certify that I have thoroughly read the information contained in this application, I approve of the research procedures, and all researchers and sponsors of this project are affiliated with CSUS unless otherwise noted.

Sponsor’s Name (print) _____________________________ Date: _______________
(signature) ______________________________________________
Potential Risks to Participants *(to be completed by the applicant)*

Does (or potentially could) the proposed study involve any of the following risks?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>_</td>
<td>Exposure to material generating aversive emotions</td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>Emotionally painful recollections</td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>Subjection to stressful instructions or tasks</td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>Exposure to negative evaluation</td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>Misleading information about the true nature of the research (deception)</td>
</tr>
<tr>
<td>_</td>
<td>_</td>
<td>Provision of any personally sensitive information from the participant (e.g., information about drug use, sexual orientation, etc.)</td>
</tr>
</tbody>
</table>

For Human Subjects Committee Use Only

________ Approval Number

Risk Assessment  

________ Exempt  

________ Minimal Risk  

________ Greater than Minimal Risk

Action Recommended  

________ Approved  

________ Approved with the following conditions:

________ Returned for the following information:

__________________________________________________________  
Signature of Human Subjects Committee Reviewer  
Date

__________________________________________________________  
Signature of Human Subjects Committee Chair  
Date
I hereby agree to participate in research which will be conducted by _______________________, and which will involve the following procedures:

<Brief description of what participants will be asked to do>

The research will take place in ______________________ and will require ____________ of my time.

I understand that I will receive ________ hour(s) of credit toward satisfying the Psychology Department’s research participation requirement by participating in this study.

I understand that this research may have the following benefits:

<Brief description of direct benefits to participants from their participation, if any, and benefits to the larger scientific community>

I understand that the research may involve the following risks:

<Brief description of any potential risks to participants (describe in more detail any of the risks you checked on page 1 of application, except for the use of deception, which must be explained in the debriefing form and in the debriefing process)>

This information was explained to me by <researcher’s name>. I understand that he or she will answer any questions I may have now or later about this research. <Researcher’s name> can be reached at <researcher’s e-mail address>.

I understand that I may discontinue my participation at any time without any penalty other than loss of research credit, and that the investigator may discontinue my participation at any time.

Signature: ______________________________________________      Date: ______________________
Purpose
The purpose of this study was to investigate the factors that influence reading comprehension and retention. Specifically, we were interested in the role that cognitive processing has on the retention of material.

Hypotheses and Supporting Research
Prior research by Jones and Jones (1998) indicated that people retain information to a greater extent if they have processed the information in a meaningful way. Therefore, we hypothesized that having readers make inferences while reading text material would enhance their retention of the material. To test our hypotheses, one group was instructed to make inferences while reading, whereas the other group received no instructions. We will compare the two groups in terms of the amount of material correctly identified during the recognition task.

Clarification of Deception Used in this Study (only provide this section if it is necessary)
You were told during the instructions to this experiment that the questions had no right or wrong answers, but in fact there were correct answers. We apologize for this deception, but it was necessary for the study. We have found in previous research that people become nervous and that they have difficulty concentrating on the reading task when they believe that they are being tested in some way. Your participation in this study will be kept confidential. Only group averages will be reported, not individual performance.

Contact Information
The results of this study will be available by <give approximate date>. If you would like further information about the study or have questions regarding the experiment, please contact <name of researcher> at <researcher’s e-mail> at your convenience.

Psychological Services (only provide this section if there are one or more risks to participants)
If you have experienced any personal distress caused by the content or materials in this research and want to talk to someone, counseling services are available through the Student Health Center free of charge. Please contact Psychological Services at 278-6416 for assistance.

Closing
Do you have any questions? (Respond appropriately.)
Thank you for participating!
Procedures

Briefly describe the procedures to be used in the study. You should provide enough information for the reviewer to know exactly what the research participants will be asked to do during the study. **Be sure to specify how the subjects’ confidentiality and anonymity will be protected.** If you have identified any potential risks to the participants on page 2 of your application, also explain here what you will do to minimize those risks. See attached examples of complete proposals.
Psychology Research Website  
Project Description Information

On this form, you should provide the project description information that you will enter into the Research Website if your application is approved. After gaining approval by the Human Subjects Committee, you can set up your project page in the Research Website at https://csus.sona-systems.com. Then, the Research Website Coordinator – who is the administrator of the online system – will be able to verify your approval and activate your project online so that it becomes visible to participants. Note that all studies must have a Human Subjects approval code and expiration date specified. The system will not allow you to set up timeslots before the project is activated, or after the expiration date. Only the administrator may change the expiration date, and this must be approved by the Human Subjects Committee.

Study Information

Please enter the requested information below about the study. This information will be reviewed as part of your application packet, and if approved it must be entered into the Research Website exactly as stated here. Any revisions will require re-approval.

Basic Study Information  
(All fields are required unless otherwise noted)

Study Name: (Must differ from existing studies in the website, in order to avoid confusion)

Brief Abstract:

Detailed Description (Optional):

Eligibility Requirements:

Duration (minutes):

Credits (Credits must be evenly divisible by 0.25):

Preparation: (if any required)

Researchers(s): (list all researchers)

Principal Investigator: (name of your faculty sponsor)
Ethical Researcher Conduct Verification Form
(For Research Involving Subject Pool Only)

Please verify that you understand the policies and procedures for the ethical treatment of human participants in the Psychology Department’s research subject pool by initialing next to each of the following statements.

_____ I have carefully read the guidelines for researchers found by visiting at: http://www.csus.edu/psyc/subjectpool.html

_____ I understand that I can only visit the daytime PSYC 2, 4, and 8 classes (or other classes that may be offering extra credit to participants) to recruit participants if I have obtained prior instructor approval.

_____ I understand that if I choose to visit these classes, I may announce and describe my research, but participants must sign up for my study through the research website.

_____ I understand that if I choose to visit these classes, the research may not be carried out for subject pool credit during class time.

_____ I understand that I may not solicit participants in ways other than the procedures outlined above. For example, I may not “poach” participants in the hallway looking for other studies, or approach them when headed to or from other sessions to try to corral them into my own study.

_____ I understand that if I choose to recruit participants in an inappropriate manner, my behavior may be reported to the class instructor or faculty sponsor, or to a member of the Human Subjects Committee. I further understand that engaging in unethical practices is a violation of the Student Conduct Code punishable by deactivation of my project in the research website, and potentially course failure.

_____ I understand that it is acceptable for me to allow drop-ins to participate in my study.

_____ I understand that I am expected to observe common courtesy, including showing up on time to my research sessions, not staying past my allotted time (thus interfering with the next project scheduled in the room), and observing common courtesy in email and all other forms of communication with participants.

_____ I understand that I must have participants sign a copy of the Consent Form that was approved with my Human Subjects Application before beginning my research project and that the consent form should not be linked with any other research materials.

_____ I understand that it is my responsibility to assign research credit in the Psychology Research Website in a timely manner (e.g., within 24 hours) to all people who participated in my study. I further understand that if I cannot locate a participant in the research website it is my responsibility to contact psychresearch@csus.edu immediately for assistance.

_____ I understand that if I need to cancel a scheduled research session, I must cancel the appointment through the research website by 6pm the evening prior to my scheduled appointment. I understand that I should also make every effort to contact scheduled participants to inform them of cancellations.

_____ I understand that if I cannot cancel an appointment by 6pm the prior evening, and participants contact me to state they showed up to the session, I must assign credit to them.

_____ I understand that if a participant does not show up for a scheduled appointment, I should assign them a “no-show” in the research website. Further, I must differentiate “excused” from “unexcused” no-shows based on the situation, where unexcused no-shows have a potentially negative consequence to them (if they accrue too many). I may contact psychresearch@csus.edu for assistance in making this decision.