



**AA-104.2.A - Application for Approval of a Research Proposal Using Human  
Research Subjects Research Proposal Form**

*Students, faculty or employees who conduct research involving human subjects must submit research proposals for review and approval by the Human Subjects Committee.*

Researcher's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Your role at the institution:

\_\_\_\_\_ Faculty

\_\_\_\_\_ Staff

\_\_\_\_\_ Student (Supervising faculty member: \_\_\_\_\_)

\_\_\_\_\_ Other (Please specify: \_\_\_\_\_)

**Researcher's Home Location:**

\_\_\_\_\_ Fayette

\_\_\_\_\_ Center (Location: \_\_\_\_\_)

\_\_\_\_\_ Online

\_\_\_\_\_ Independent Study

Please answer the questions below as thoroughly as possible. If you need more space, please attach your answer in a separate piece of paper and submit it along with this form.

1. What is the purpose of your study?

2. Identify the subject population:

a. Age Range: \_\_\_\_\_ to \_\_\_\_\_

b. Location of Subjects: (Check all that apply)

\_\_\_\_\_ Elementary/secondary schools

\_\_\_\_\_ Outpatients

\_\_\_\_\_ Hospitals and clinics

\_\_\_\_\_ University/college students

\_\_\_\_\_ Other (Location: \_\_\_\_\_)

c. Special Characteristics of subject population: (Check all that apply.)

\_\_\_\_\_ Inpatients

\_\_\_\_\_ Prisoners

\_\_\_\_\_ Halfway house residents (Specify type of halfway house \_\_\_\_\_)

\_\_\_\_\_ Other special characteristics \_\_\_\_\_

3. Describe the participation required by your research subjects. For example, will the subjects complete a survey, take a test, be observed by you or others, be interviewed by you or others, etc. (Attach a copy of your questionnaire, survey, interview guideline, or other data collection tools.)

4. Describe the nature and amount of risk, or type of substantial stress or discomfort the participating subjects may experience during the research project.

5. Will deception be used in your study? If deception is being used, describe that nature of the deception and your method for debriefing subjects after data are collected. (Note: If subjects are not informed of the exact nature of the study before they participate, some form of subject deception is being used)

\_\_\_\_\_Yes      \_\_\_\_\_No

6. Describe how the participating research subject has the opportunity to ask questions before consenting to take part in the study.

7. How will the participating research subject be informed of her or his freedom to withdraw from the study at any time without prejudice or concern of a negative consequence?

8. How will your data be handled, kept confidential, and kept anonymous?

9. Will you be requesting verbal consent, in addition to written consent, to participate in the study from the research subject? If yes, describe how you will obtain verbal consent.

10. Attach a copy of your Informed Consent Form.

**Forward this form and attachments electronically as indicated below:**

For research which does not meet the criteria for exempt research, the researcher must submit the completed form and attachments to the Department Chair or Program Director of the department from which the research is proposed, or to the Chief Academic Officer (CAO). The Department Head and/or CAO shall review the application to determine the type of review necessary.

You will receive a decision that your proposal is approved, or that it will be forwarded to the Human Subjects Committee for a full review, within five (5) working days. If your proposal is forwarded to the Human Subjects Committee, you will receive a decision regarding the research project within ten (10) working days of submission.