**Ethics Submission for Research Involving Human Participants**

***Psychological Sciences Department***

 ***William & Mary***

 All individuals who plan to conduct psychological research using human participants at William & Mary must complete and submit two copies of this form with the research proposal. The Psychological Sciences Department’s Internal Review Board will review this submission and respond promptly with their decision. This decision will include one of the following recommendations:

 (1) Approved;

(2) approved but contingent on making one or more minor changes as specified (resubmission not required);

(3) rejected with resubmission changes required;

(4) rejected with resubmission denied; or

(5) needs to be reviewed by another review board (e.g., College’s Human Subjects Ethics Committee).

A properly completed protocol will include a brief rationale for the study, full procedures, description of the participants, copy of all tests, questionnaires, all interview questions, the informed consent form, and other pertinent information. You can use the proposal guidelines provided on the Protocol and Compliance Management system found under myWM [Student](http://www.wm.edu/currentstudents/index.php) link page. Please also read the ethics code for research provided by the American Psychological Association before preparing your submission (www. apa.org/ethics). The Psychological Sciences Department has prepared and instruction sheet *“Instructions for the Ethics Proposal Preparation”* to help individuals answer specific questions posed by this form.

**Two signed forms should be submitted to the department mailbox Chair of the Department’s Ethics Committee (Professor Todd Thrash,** **tmthra@wm.edu** **for review.**

 **1. Name(s):**

 **2. Date:**

 **3. Title of research project:**

 **4. Research status**

**[ ]** Faculty

**[ ]** Graduate Student

*Supervisor’s name*:

**[ ]** Undergraduate Student

 *Course:*

 *Instructor’s name:*

**5. Provide a brief description of the research rationale and aims.**

 **6. Who will be the participants in this research?**

**[ ]** 201-202 research pool

 *Have you gained permission to use this pool of participants?*

**[ ]** Other members of the William & Mary population

 *Provide a brief description of how these participants will be recruited.*

**[ ]** Off-campus population

 *Provide a brief description of procedures to be followed for gaining access to this population.*

**7. Will any of the participants be under the age of 18 years?**

**[ ]** No

 **[ ]** Yes

 *Provide a description of steps you will be taking to give further protection for these participants.*

 **8. Can proper informed consent be obtained in advance?**

**[ ]** No

*Provide a description of why it cannot be obtained, and include what additional steps will be taken to provide participants with information about their participation.*

 **[ ]** Yes

 *Provide a copy of your consent form that follows the guidelines provided below.*

**9. Are the questionnaires or tests to be used in this research available in the public**

 **domain?**

**[ ]** No

*Attach a description of the steps you will be taking to satisfy copyright requirements, and include copies of questionnaires as Appendices to your proposal.*

**[ ]** Yes

 **10. Will you be using voice or image recordings in your research?**

**[ ]** No

 **[ ]** Yes

*Provide a brief description of how permission will be obtained regarding the recording and storing of this material.*

**11. Under usual circumstances does this study involve any procedures likely to cause harm or discomfort (physical or psychological) to a participant?**

**[ ]** No

 **[ ]** Yes

*Provide a brief description of the steps you will be taking to minimize this harm and indicate how participants can terminate participation.*

**12. Is deception involved in this study?**

**[ ]** No

 **[ ]** Yes

 **13. Are inducements being offered for participation in research?**

**[ ]** No

 **[ ]** Yes

**14. Attach a complete description of the methodology you will be using in this research and a copy of the consent form that describes the study and follows the guidelines posted below along with copies of all questionnaires to be administered.**

**15. Attach a complete description of the information to be provided to participants during debriefing.**

Student sign and date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**All proposals must be personally reviewed by the course professor and signed before submission.**

**Signature of Instructor\*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\***My signature indicates that I have personally reviewed this proposal and believe that the methods used comply with all ethical guidelines for research with human subjects published by the American Psychological Association and the U.S. National Institute of Health.

|  |
| --- |
| ***For Reviewer’s Use Only******Decision:******Comments:*** |

**Sample Participant Informed Consent Form**

**College of William & Mary**

The general nature of this study entitled "(Title Here)" conducted by (Invesitgators Names Here) has been explained to me. I understand that I will be asked to (Describe specific procedures regarding the subject participation here, including any potential risks). My participation in this study should take a total of about (Enter estimate of duration in hours or minutes here). I understand that my responses will be confidential or that anonymity will be preserved (include appropriate term; “confidential” indicates that subjects’ identities and responses will be known to investigator but will not be divulged; “anonymity” indicates that subjects’ identities will not be known or connected to responses) and that my name will not be associated with any results of this study. I know that I may refuse to answer any question asked and that I may discontinue participation at any time. I also understand that any grade, payment, or credit (include one of these situations, if applicable) for participation will not be affected by my responses or by my exercising any of my rights. Potential risks resulting from my participation in this project have been described to me. I am aware that I may report dissatisfactions with any aspect of this experiment to the Chair of the Psychological Sciences Department Research Committee, Dr. Todd Thrash, 1-757-221-3887 or tmthra@wm.edu. I am aware that I must be at least 18 years of age to participate. My signature below signifies my voluntary participation in this project, and that I have received a copy of this consent form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name