ETHICS REVIEW APPLICATION

Precautions must be taken when conducting research to assure that no harm is done to those participating in the study. The purpose of the Ethics Review Board (ERB) is to provide an independent check to ensure that ethical procedures are being followed. SAU does not permit faculty or students to collect data from human subjects without ERB approval. Remember, the ERB approval is not where one will be taught ethical research procedures—it is merely a control point. If the procedures are not in place, the study will not be approved. The questions below must be addressed, and accompanied by the instruments that will be used in the study. If these are modified (anything more than grammar or format), an amendment needs to be filed.

If the research is being done by a student, the research advisor is responsible to ensure that the design follows ethical procedures before submitting it to the ERB.

Principal Researcher: _____ Date: _____

Research Advisor: _____ Methodologist: _____

Title of Research: _____

Request for exemption: My study does not involve data that could be considered to have come from human subjects.

_____ _____

Principal Researcher *Research Advisor*

Your ERB application should include the following:

- A detailed description of your research, including your hypotheses, methods or procedures to be used, a description of the population you will be studying, and a description of steps you will take to minimize risk to participants and to ensure confidentiality.
- Any surveys, questionnaires or sample questions you will use.
- Consent forms (if used), and any applicable translations.

Activities considered low risk:

Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior) or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies.

1. Informed consent
2. Minimal risk/avoidance of physical and mental harm
3. Confidentiality
4. Data collected related to research questions
5. Results reported in aggregate